**Intern (f/m/d): Global Finance & Administration Academy (Human Resources)**

SAP – Walldorf/ Germany

**Internship**

**Work Area:**Human Resources
**Location:**Walldorf
**Expected Travel:**0 - 10%
**Career Status:**Student
**Employment Type:**Limited Full Time

**COMPANY DESCRIPTION**

SAP started in 1972 as a team of five colleagues with a desire to do something new. Together, they changed enterprise software and reinvented how business was done. Today, as a market leader in enterprise application software, we remain true to our roots. That’s why we engineer solutions to fuel innovation, foster equality and spread opportunity for our employees and customers across borders and cultures.

SAP values the entrepreneurial spirit, fostering creativity and building lasting relationships with our employees. We know that a diverse and inclusive workforce keeps us competitive and provides opportunities for all. We believe that together we can transform industries, grow economics, lift up societies and sustain our environment. Because it’s the best-run businesses that make the world run better and improve people’s lives.

**PURPOSE AND OBJECTIVES**

The GFA Academy is the Corporate University for SAP’s Global Finance and Administration (GFA) area. The GFA Academy’s target audience includes all F&A departments, e.g. Accounting, Controlling, Legal, Procurement or the Shared Service organization as well as all F&A employees working on a market unit, regional or global level. GFA Academy’s mission is to support all F&A employees in developing and managing their skills and competencies and thus their career development through effective and efficient learning and training offerings. Our portfolio includes standard training programs, virtual sessions, e-learning, knowledge management, learning infrastructure, and role-based curricula.
More specifically, the candidate (f/m/d) will support the Global Finance Rotational Program. The Global Finance Rotational Program is a 20-month long trainee program which targets young professionals and aims at educating finance-allrounders. Each year, we hire globally a small number of candidates and accompany their start and journey at SAP.

**EXPECTATIONS AND TASKS**

* Support the program management in all matters
* Pro-actively interact with the target audience, key players (e.g. other universities) and key stakeholders (e.g. HR, LoB-Manager)
* Facilitate various projects in the program (Recruiting, Onboarding, Visa, Promotion)
* Prepare presentations and documentations
* Ability to work independently
* Ensure that goals and milestones are met
* Support the academy with a high level of accuracy, urgency, clarity and leadership
* Organize, manage and evaluate training measures

**EDUCATION AND QUALIFICATIONS / SKILLS AND COMPETENCIES**

* Student (f/m/d) at a university or a university of applied sciences
* Preferred fields of study: Business Administration or Psychology with specialization in HR or similar fields of study
* Language skills: Fluent English skills and German written and spoken
* Soft skills: Motivated, structured, independent, self-confident and proactive

***Your set of application documents should contain a cover letter, a resume in table form, school leaving certificates, certificate of enrollment, current university transcript of records, copies of any academic degrees already earned, and if available, references from former employers (including internships). Please also describe your experience and skills in foreign languages and computer programs / programming languages.***

#Internship #Praktikum #Germany #Deutschland #Student

**WHAT YOU GET FROM US**

Success is what you make it. At SAP, we help you make it your own.

A career at SAP can open many doors for you. If you’re searching for a company that’s dedicated to your ideas and individual growth, recognizes you for your unique contributions, fills you with a strong sense of purpose, and provides a fun, flexible and inclusive work environment – apply now*.*

**SAP'S DIVERSITY COMMITMENT**
To harness the power of innovation, SAP invests in the development of its diverse employees. We aspire to leverage the qualities and appreciate the unique competencies that each person brings to the company.

SAP is committed to the principles of Equal Employment Opportunity and to providing reasonable accommodations to applicants with physical and/or mental disabilities. If you are in need of accommodation or special assistance to navigate our website or to complete your application, please send an e-mail with your request to Recruiting Operations Team (Americas: Careers.NorthAmerica@sap.com or Careers.LatinAmerica@sap.com, APJ: Careers.APJ@sap.com, EMEA: Careers@sap.com).