



Where can I make curiosity my profession?

Dare to ask: Apply now.

Siemens is a global powerhouse in electronics and electrical engineering, actively operating in more than 190 countries. We're offering a wide range of pioneering products for energy efficiency, industrial productivity, affordable healthcare and intelligent infrastructure, with a quickly growing focus on sustainability. To find answers to the toughest questions of our time, we need open-minded and curious people who dare to ask them. Just like the more than 405,000 people of Siemens. And maybe just like you.

For our **Human Resources Department** in **Dubai, United Arab Emirates**, we are looking for a

Internship / Working Student (m/f)

Job ID: 69621

What are my responsibilities?

- Delivery of training events
 - Internal & external trainers to run training incl. e.g.
 - Check completeness of equipment & materials at training location
 - Transportation of training tools
- Financial Management for Training Events and Controlling
 - Participant charging (acc. rec.)
 - Supplier payment (Goods receipt, Invoice recognition, acc. pay.)
- Making a training bookable:
 - Create and maintain Event Manager, Trainer, Supplier and Facility Pool
 - Schedule learning events for each type of learning
 - Reserve all necessary resources
 - Plan production of course materials (operative planning)
 - Publish learning events in Global Learning Portal (GLP)
- Participant Handling, Training Event Mgmt, Feedback Handling
 - Booking of participants
 - Confirm resources
 - Organize logistics
 - Update participant list in Learning Management System, set tags for financial management, reporting and documentation
 - Send certificates and collect feedback

Your Profile

You are following a higher education, corresponding to university level, and wish to try out your theoretical knowledge in practice. You have a good organizational understanding and a solid IT knowledge, especially within MS Office. As a person you are outgoing, flexible and a quick learner. You have a structured and organized approach to your tasks. Furthermore, you are a good communicator and master English at a high level.

How do I apply?

Please apply online by sending us your complete application documents, including diplomas, certificates of employment or any relevant references, under: www.siemens.com/careers. If you have any questions regarding this position, please contact: Thomas Petschnig, phone +974 4456 0242, email: thomas.petschnig@siemens.com

Find out how you can make a career at
Siemens. Dare to ask.

siemens.com/careers

SIEMENS