



Ericsson is a world-leading provider of telecommunications equipment and related services to mobile and fixed network operators globally. Over 1.000 networks in 140 countries utilize our network equipment and 40 percent of all mobile calls are made through our systems. The international Research and Development center Ericsson Eurolab in Herzogenrath is a main R&D center for mobile and switching products, systems and applications.

The Technology and Business Lab at Ericsson GmbH, Aachen Eurolab R&D is looking for a

### **Student Helper - 43208**

In the Technology and Business lab we develop technology that enables evolved and new business opportunities beyond the current portfolio.

As Student Helper in our department you would support the general administration:

- financial administration and invoice handling
- preparation of workshops and meetings
- booking of meeting rooms, equipment
- maintaining communication channels
- storage of documents in management systems

You have work experience in financial administration and accounting, especially SAP and you are familiar with Microsoft Office tools, especially Excel and word.

As a suitable candidate, you have a perspective of at least a year involvement with Ericsson, can work flexibly **10 or 12 hours per week**, are pragmatic and solution-oriented and have proven communication and team skills. You are a well-balanced person, have initiative and like to work in a very dynamic environment. You are able to think ahead and to achieve concrete results. Your English is fluent and you are good in presenting and communicating your ideas. **Start date is 01<sup>st</sup> October 2011.**

If you are interested in this position please send your **application until 01<sup>st</sup> September 2011** to the address mentioned below. Your application should include a description of your current task, your career, your qualification, competence & expertise as well as your interest in this position.

We are looking forward to meeting you!

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