

Internship in Siemens GBS CEE – Knowledge content revision – *please apply [HERE](#)*

ABOUT MANAGER

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ABOUT COMPANY

- We are Global Mobility Management Team at Siemens. We handle international relocation of our employees and their families worldwide.
- Our passionate team of over 320 employees operating everywhere from Antarctica to Zimbabwe. Siemens Global Mobility Management brings our people to the right place at the right time.

JOB, TASKS

- Support Global Knowledge content.
Revision and process improvement of our internal communication templates.
Communication with our customers, delegates and travelers' templates.
- Knowledge revision availability in terms of Country Immigration, Social Security, Personal Income Taxes.
- Automation of emails

ABOUT STUDENT

- Communications, Educational Cs, International Business. Human Resources.
- We aim to welcome a highly motivated and curious student. You will exchange with professionals around the globe and will need to be able to convince them on process improvement initiatives.
- Critical thinking and attention to detail. You will exchange with your local colleagues to understand the needs and translate those into efficient templates and data source reference.
- You will be able to add value to an innovative organization, make an impact on a global level and bring efficiency value while learning about different process and country cultures.