

HR & Reward Projects Intern (IDA:2024-00087)

Jūsų užduotys

Project management support tasks

- Track project schedule, milestones and deliverables
- Follow up with workstreams to review and update Actions Log and monitor issues resolution
- Consolidate progress status reports and provide on-going updates to project teams and key stakeholders
- Assist in stakeholder alignment mapping and change impact analysis
- Support on policy documentation, process manuals and communication materials
- Prepare and organize workshops and project meetings including presentations for stakeholders

Data analytics, reporting and market research

- Manage data collection for review and analysis
- Develop summary reports and dashboards for multiple stakeholders
- Conduct research and prepare market analysis on HR related topics
- Support data management activities, including simulations and modelling

Reikalavimai

- Degree in Economics / Finance / Data Analytics / Market Research, preferably with master's degree
- Experience with data analytics applications; Excel based analysis from multiple sources, Power BI
- Familiar with project management tools
- Good communication skills, positive learning attitude and confident in sharing ideas
- Strong analytical skills, astute and meticulous
- Multi-tasking skills, with tenacity to work with tight deadlines
- Adaptable working under a challenging and ever-changing environment

Mes siūlome

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Apie mus

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