

Job Title: Internship - HR Information Systems



About us: It's a great time to be part of the SES team

We are the world's leading satellite operator with over 70 satellites in two different orbits, Geostationary Orbit (GEO) and Medium Earth Orbit (MEO). We provide a diverse range of customers with global video distribution and data connectivity services through two business units: SES Video and SES Networks. Our global team works collaboratively to make a significant, and often life-changing difference in the world. As part of our team, you will play an integral part in delivering on our vision. At SES, we connect and enable broadcast, telecom, corporate and government customers, and enrich the lives of billions of people worldwide.

Internship - HR Information Systems Luxembourg - Betzdorf

Context

6-month internship, starting in April/May 2019

This is an exciting opportunity to become part of the HRIS team in a fast-paced, global organization within an innovative and unique industry.

Our global HRIS team manages HR systems for 2000+ employees across 30+ countries. We use platforms such as SAP-HCM, SuccessFactors and ServiceNow.

Based in Luxembourg, you will contribute to projects and missions of our HRIS team.

Your responsibilities

- Participate to the update SAP Organisational Management and Visio Charts for SES worldwide;
- Ensure continuity of the SAP-HR and SuccessFactors Change Request cycle (requirements

workshops, specification writing and solution testing);

- Assist HRIS team members running projects;
- Manage clearly defined small projects;
- Interact with and support users across the company;
- Ensure follow-up and monitoring of incidents;
- Provide on-demand reporting using SAP-HR and SuccessFactors tools;
- Execute recurring maintenance tasks related to HR processes & tools, and look for improvement reducing execution time;
- Ensure some of the daily tasks of the HRIS team;
- Prepare and/or deliver trainings on HR applications and tools to end users.

Your profile

- Being a Bachelor/ Master's student in Business management, Computer science or Engineering;
- Motivation for learning new processes and systems, strong analytical skills, structured mindset;
- Strong interest in the media/telecommunication business and HR processes;
- Excellent analytical and judgment skills;
- Ability to set priorities and to work under tight deadlines;
- Computer literate (MS PowerPoint, Excel, Access);
- Work independently as well as in a team;
- Easiness to communicate at all levels;
- Fluency in spoken and written English with additional languages considered an asset;
- EU nationality or work permit for Luxembourg.

What's in it for you?

- An exciting experience in a fast moving and fascinating industry. Our technology is launching into space on the next generation of rockets.
- The internship is remunerated. SES provides excellent sport facilities and a canteen on site.
- But most of all, we offer a truly unique opportunity to play your part in making a difference for those who need it most. We strive to uphold honesty, transparency and courage in everything we do. We're proud to belong to the SES team and collaborate towards success.

Good to know

For more information on SES, [click here](#).

SES is an Equal Opportunity Employer and welcomes diversity!