

## Working student (m/f): Executive Assistant and Analyst

### Nokia Solutions and Networks GmbH & Co. KG

Nokia Solutions and Networks GmbH & Co. KG is a leading global enabler of telecommunications services. With its focus on innovation and sustainability, the company provides a complete portfolio of mobile, fixed and converged network technology, as well as professional services including consultancy and systems integration, deployment, maintenance and managed services. It is one of the largest telecommunications hardware, software and professional services companies in the world. Operating in 150 countries, its headquarters are in Espoo, Finland.

#### To do

- Agenda management of executive and assigned team members
- Assistant tasks include travel arrangements, meeting/agenda management of Executive
- Delegate on the tools to approve and review travels, HR related topics (sufficient enabling will be provided)
- Analyze business data using Excel and PowerBI (data will be provided and requirements will be clearly laid out)
- Assist to prepare management report using PPT

#### Required skills

- Good understanding of Microsoft 360 tools suit (Excel, Powerpoint, Teams, PowerBI etc)
- Strong ability to manage data in Excel and create necessary reports using MS tools
- Fluent written and spoken English language skills
- Study: Business discipline with focus on informatics

#### Gains

- The assignment will offer the opportunity to develop a good understanding of telecommunications business and help build a career and skills for long term employment in relevant field
- The assignment will offer learning of commercial skills and an opportunity to understand executive management portfolio
- The assignment will teach how to prepare reporting and interaction with wider teams

#### Location:

Unterschleißheim

#### Earliest start time:

01.06.2018

#### Duration:

6 + months

#### Weekly working hours::

20 hours

#### Contact:

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#### Application hints:

Please apply only online at [www.nomiko.de](http://www.nomiko.de)

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