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a new **opportunity**.
You're giving David one.



Communication Internship Global Procurement, Viby J

Do you want to help us set up the communication to suppliers worldwide and create the foundation for internal communication within Global Procurement? Then you might be our new intern.

Arla's Procurement Service department supports our strategic purchasers with analyses for their tenders. We also create and maintain various tools, deliver internal and external reporting, project management, contract management and support the business when ordering materials and services.

Procurement Communication

You will work closely with the core team on developing materials for change behavior.

As our intern you will be:

- Co-developing our external homepage
- Co-developing our intranet
- Creating guidelines and training material
- Creating training videos
- Supporting with change management material
- Working on different ad hoc tasks

We are looking for an intern with a huge interest in turning complex information into easy understandable business guides via audio, visual and written communication.

You have a strong communication mindset, are attentive to details, and know the importance of structuring your work. You are extrovert and able to work in a team, and have a creative mind and a personal drive. We expect you to be able to integrate new techniques and behavior, and it is a requirement that you are an experienced Power Point and Word user. Furthermore you are fluent in English – spoken and written.

Expect an internship with a steep learning curve, a lot of freedom to deliver results, hard work and a lot of fun in a developing department which is right now undergoing a huge change process.

Overall, we expect you to:

- Be able to begin your internship 1 September 2016 (or sooner)
- Stay for 4 to 6 months
- Work 30 – 37 hours a week

How to apply?

Please note that to apply for this position it is a requirement that you are enrolled in a study programme during the entire internship. The internship is unpaid. We will, however, provide you with lunch and reimburse travel costs, if any, up to 750 DKK per month.

Please apply via this [LINK](#) no later than 1 April 2016. For additional information, please call Senior Procurement Manager Elizabeth Bollerup at 8733 2729.