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## HR INTERNSHIPS IN KRAKÓW

Are you interested in Human Resources? Have you been thinking about gaining international work experience? An HR internship in UPM's Global HR Service Center in Kraków, Poland may be just the opportunity for you!

Poland, with its fast growing economy, is an excellent place to gain international work experience. People from all over the world come to Kraków, the vibrant historic, cultural and business capital of South Poland.

UPM's HR Service Center in Kraków offers a wide range of administrative HR services for UPM operations all over the world. The HR Service Center is an excellent vantage point into the HR organization and processes of a large, global company. Our HR Specialists provide high-quality services in the areas of HR administration, training organization and recruitment support.

We are continuously looking for HR interns to support the daily work of our HR Specialists. Read more about the opportunity below, get inspired and apply!

### Greetings from previous interns

*"I got many different tasks from almost all teams during my internship. Every day was different and I never got bored with my tasks. I also received some very responsible tasks which made me feel that I was trusted. The most valuable thing that I learned was prioritizing during the busy workday. I definitely recommend internship at UPM HR Service Center: the atmosphere is unique, colleagues are great and the whole work community is young, vivid and fresh. During my internship I noticed that UPM is a company that cares about its employees and always wants to keep renewing and developing." – Miili Reponen, worked as a HR Intern in Finnish team*

*"An internship at UPM HR Service in Krakow is not only about learning something new in a multicultural environment, but also finding friends and a family. It's an internship where you have a lot of freedom and work independently. The working atmosphere is one of the best I ever experienced and I would definitely recommend it." – Simone Ufert, worked as a HR Intern in German team*

### What you'll do

In this role you will

- Assist country teams in providing support to managers and employees in UPM's locations
- Flexibly support the team in daily HR work in the areas of either data administration, training or recruitment
- Prepare various kinds of documentation, both internal and external

### Who you are

- You are a student in a relevant field of studies – also first and second year students are welcome to apply!
- You are interested in HR and the related systems and tools
- You speak excellent English and preferably some other language (in particular skills in Finnish, German, French, Spanish or Russian are valued)
- You are able to work effectively and cooperatively as part of a team and bring positive spirit to the team
- You are accurate and pay attention to detail
- You are comfortable with computers and software and able and interested in learning new systems

### **Additional information**

We offer you a temporary internship position with a great possibility to get HR experience through various challenging tasks. The length and start of the internship can be adjusted to suit your university's policies and your preferences. Accommodation and internship compensation is provided by UPM, but in addition we recommend looking into possible funding options at your university or other organizations in your field.

Are you interested? We look forward to receiving your application and CV in English at any time during the year. Please use our online application form on [https://upm.wd3.myworkdayjobs.com/Careers/job/Krakov/HR-Trainee\\_NB6001127](https://upm.wd3.myworkdayjobs.com/Careers/job/Krakov/HR-Trainee_NB6001127) or apply using Your LinkedIn account. Be sure to specify your preferred timing and duration for the internship in your application (ideally at least 3 months).

For further queries regarding the vacancy please contact HR Trainee Coordinator Saana Temmes, +48 795 555 098, [saana.temmes@upm.com](mailto:saana.temmes@upm.com). For technical assistance, please contact our Recruitment Team via email [ContactHR.pl@upm.com](mailto:ContactHR.pl@upm.com) or phone + 48 12 399 94 99.

### **About us**

UPM employs around 19 300 people in 45 countries. Through the renewing of the bio and forest industries, we are building a sustainable future across six business areas: UPM Biorefining, UPM Energy, UPM Raflatac, UPM Specialty Papers, UPM Paper Europe and North America and UPM Plywood. Our products are made of renewable raw materials and are recyclable. We serve our customers worldwide, and our annual sales are approximately € 10 billion. UPM shares are listed on NASDAQ OMX Helsinki.