

The IBM Delivery Center Central Europe – Brno is one of the biggest and most diverse IBM centers of its kind worldwide. Its core activities focus on providing strategic outsourcing services – remote server and application support, networking services and end customer support.

Business Operations Coordinator

Character of the project

business (five months)

Description of the project

The main objective is to support the Business Operations Manager in activities & tasks related to DC CE operations and mgmt system set-up.

Work activities

- ✓ strategic actions
- ✓ operational coordination between service delivery competencies
- ✓ internal support functions (HR, RDM, Finance, education)
- ✓ ad-hoc business related issues linked to seamless operation of DC CE incl. site infrastructure, risk management, BCDR and similar
- ✓ the coordinator's main objective is to find solutions and identify most effective and efficient ways to achieve an outlined goal of a given task

Compensation

non-paid position

Internship program
Mar – Jul 2012

Your CV and motivation letter in English is to be sent to Ivona Balazova
balazova_ivona@cz.ibm.com
by 20 Feb, 2012

Ivona Balazova
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Skills required

- organizational & project management skills
- excellent communication in Czech and English both verbal and written
- leadership
- reliability
- flexibility
- positive attitude
- high level of engagement and interest in management topics
- problem solving skills
- knowledge of MS Office and LN

What we offer

- hands-on experience and know-how in a large multinational company
- individual support from your mentor
- communication in English
- training in soft skills
- great opportunity for networking, possible further cooperation with IBM