



Make it matter.
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ERSTE
Digital

Make a difference in the financial life of millions of people: At Erste Digital you are co-creating the digital future, in which better financial health is possible. #believeinyourself

Student Part-time Vendor Management Administrator(all genders) #work&study #SAP

Apply now

- 📍 **Location:** Bratislava
- 🕒 **Working hours:** Part-time
- 🏢 **Occupational Area:** IT
- 🏠 **Company:** Erste Digital



We are part of Erste Group – the largest banking group in Central and Eastern Europe with more than 2,500 branches and over 45,000 employees. Our more than 2,000 IT experts and enthusiasts are the bank's Digital Muscle.

With top notch technology, we drive the realization offers the Group's vision: To provide human banking in digital times, and to build Financial Health for over 16 million customers in the CEE region.

We aim to attract and develop the best talent and aspire to be an IT employer beyond compare.

We are Erste Digital. We are #digitaltotheheart

What to do:

We are looking for students to support our teams in the following tasks:

- Administration of company demand/purchases in SAP and communication with requestors (project managers, solution managers and department managers) for additional demand details
- Processing of purchase requisitions and Purchase order in SAP
- Support for Controlling/reviewing of existing supplier contracts
- Administration of tendering process
- Demand communication to our suppliers

Get in touch with a wide range of technologies, from cutting edge to mainstream.

You will have the opportunity to learn from our experienced team members and can also bring in your own new ideas that will help us to grow and improve.

You check these boxes:

- Enrolled student with on-going program at University (Uni, FH)
- Good knowledge of MS Office
- Knowledge of SAP MM would be an advantage
- Ability to work 20 hours/week
- Passion for teamwork and continuous learning
- Fluent English
- Curious and empathetic, treating all people with respect

Why you will like us:

- Possibility to benefit and learn from our international, talented and passionate community at Erste
- Great learning curve through ownership and creative freedom
- Interest groups and clubs: Take part in discussions and get involved in projects. Numerous interest groups invite you to engage with a topic
- Learning & Development – We are firmly convinced that every day is an opportunity for learning. Improve your know-how in workshops, seminars and through e-learning – from professional training to soft skills.
- New way of work: With our flexible working hours model we want to make your life less complicated. Combining the best of both worlds, remote and company time.
- We offer you a varied part-time internship position. An internship salary starting up from 7€/h, depending on your skill and previous work experience is offered.

The way we are

Erste Group considers the diversity of its employees as key to innovation and success. As employer we are proud to offer everyone equal chances, irrespective of age, skin colour, religious belief, gender, sexual orientation or origin.