

JOB DESCRIPTION

Placement/ Internship Scheme



Organisation name: IBM

Job title: Placement Student/ Intern

Reports to: Early Careers Manager

Scheme specialism options: Finance/HR/Marketing/IT/Consulting/Project Management

Role responsibility

IBM is a global technology company operating in over 170 countries and has one of the largest workforces in the world. As part of our team, you can bring innovation to 'do your best work ever' and experience an inclusive and collaborative culture.

Our scheme offers opportunities to make an impact on clients, employees and the world whilst developing the skills to become a competent manager within the organisation structure.

Role duties

- Planning and organising projects (ensuring they run smoothly, assigning relevant resource).
- Developing and delivering business plans.
- Managing budgets and financial plans and controlling expenditure.
- Maintaining statistical and financial records.
- Management of staff.
- Planning work schedules for individuals and teams.
- Interacting with clients in a wide array of fields.
- Customer service and satisfaction.
- Dealing with associates and third parties.
- Ensuring compliance with internal and external control measures, legislation and other statutory regulations.

Qualifications and skills

- On track to get a minimum of a 2:1 honours degree in any subject.
- Excellent communication skills, both written and spoken.
- An enthusiastic team player with a 'can do' attitude.
- Analytically minded with excellent problem-solving and analytical skills.
- Proven leadership skills with evidence of meeting project deadlines.
- A high degree of drive and energy.
- A flexible approach to working patterns with an eagerness to learn and develop.

Our values are very important to us and underpin everything that we do. Outstanding candidates will demonstrate an understanding of these values within their application.

This job description is a case study only. It should not be considered as an accurate description of a live role within the named organisation.