Project Team member- P2P Optimization

Internship – 6 Month

Arcelormittal European Purchasing organization (EPO) has launched the P2P optimization project, to ensure process harmonization across European perimeter. As the project is progressing, we need to hire skilled and enthusiastic interns, who can contribute in final stages and support during the go live activities.

As a Project team member of P2P Optimization project, the you will work with Project team on following topics -

- **Data / information collection, processing and collaboration:** Facilitate the stakeholders and project team by collecting the data / information from various sources. Act as a single point of contact for all data / information requests. Perform the simple analysis to make meaningful reports.

- **Manage the Project task list:** Manage / execute various ongoing tasks, such as process review, process documentation, contract analysis etc.

- **Work on SAP:**
  - Quickly understand the SAP functionalities developed during the Optimization project.
    - Prior experience to work in SAP / MM environment as user will be desired. Or you have strong willingness to learn it quickly.
  - Perform the User acceptance testing or support the key users for testing new functionalities in SAP
  - Support all key stakeholders during Go-live and after launch, by troubleshooting their queries related to SAP functionalities.

- **Change Management / Communication and Training:**
  - Change Management:
    - Working with various change actors / change network in all EPO locations
  - Communication:
    - Good communication during the go-live and post go live phase with all stakeholders
  - Training:
    - Understand P2P Concepts and train the users on these concepts
    - SAP Training delivery and planning.
    - Feedback collection and improvements.

- **Go-Live and Post Go live support:**
  - Ensure effective go-live and success of project by supporting.
• **CEO Office support:**
  o Assisting MC members with admin related tasks, meeting/ event planning and organization
  o Assisting/ facilitating with IT requests for EPO teams