

*EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit [www.eit.europa.eu](http://www.eit.europa.eu)*

*The European Institute of Innovation and Technology (EIT) recently launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. [www.eitmanufacturing.eu](http://www.eitmanufacturing.eu)*

*EIT Manufacturing now invites applications for the position of*

## IT Intern – EIT Manufacturing

Temporary 6-month internship EIT Manufacturing in Paris (France)

### About the position:

Join our dynamic team as an intern in a role that offers invaluable experience in documenting and optimizing processes within NetSuite, a leading ERP system. As an integral member of our team, you will play a key role in creating and maintaining comprehensive documentation, ensuring clarity and efficiency in our organizational practices. Your responsibilities will include developing detailed guides, assisting in training sessions, and contributing to process improvements, all while gaining hands-on experience in a collaborative and supportive environment. This internship presents a unique opportunity to refine your skills, learn about ERP systems, and make meaningful contributions to our organization's success. If you're passionate, detail-oriented, and eager to learn, we invite you to join us and embark on a rewarding journey of growth and development.

### Missions and key Accountabilities:

- Create and maintain detailed documentation for NetSuite processes, including schemas, descriptions, and step-by-step guides.
- Document all forms and fields available in NetSuite to ensure comprehensive understanding and usage across the organization.
- Assist in the development of a NetSuite Admin workbook to facilitate knowledge transfer and provide ongoing support for users.
- Collaborate with the team to create training materials and conduct training sessions for new users and team members.
- Assist in identifying areas for process improvement within NetSuite and contribute to streamlining workflows and optimizing configurations.
- Participate in integration projects by assisting in data mapping, testing, and ensuring data integrity between NetSuite and other systems.
- Maintain and update existing documentation to reflect changes and updates made to NetSuite configurations and processes.

- Create documentation for data mapping activities, providing a reference for future integration efforts with APIs or other tools.

#### Qualifications:

- Bac+3 or Bac+4.
- Strong attention to detail and organizational skills with the ability to create clear and concise documentation.
- Basic understanding of ERP systems, with a focus on NetSuite preferred but not required.
- Excellent communication and interpersonal skills, with the ability to effectively collaborate with team members and users.
- Proactive attitude with a willingness to learn and adapt to new technologies and processes.
- Proficiency in Microsoft Office suite, particularly Word, Excel, and PowerPoint.
- Prior experience with documentation creation or technical writing is a plus but not required.

#### Skills:

- You are passionate, goal oriented.
- You master Excel/spreadsheets.
- You have high organizational skills.
- You have high communication and listening skills.
- You have an open and positive attitude to connecting with a variety of co-workers.
- You enjoy working in diverse multinational teams.
- You have a strong sense of ownership with a proven record of delivering results.
- You are accurate and respect timelines and deadlines.
- You are proactive, independent, and trustworthy.
- You show a can-do attitude, and you are willing and eager to learn.

#### We offer:

- A 4–6-month internship program
- A start-up mindset,
- Fast and flat processes, straight internal communication, low hierarchies, and freedom to operate,
- Experience in a pan-European multi-dimensional organization,
- A friendly collaborative atmosphere within a dynamic team at modern and well-located office facilities

#### Location

The role location will be in Paris (France), with possible occasional travels to European locations, remote work can be considered.

### Equal opportunities:

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

### Selection Committee:

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

### Protection of personal data:

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

### Application:

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role.

The application should be sent via e-mail to: [hr.hq@eitmanufacturing.eu](mailto:hr.hq@eitmanufacturing.eu) with subject header "IT Intern".

The application should be written in **English**.  
Only complete applications will be evaluated.

Closing date of the post is **04/05/2024**.

For further information, please contact [hr.hq@eitmanufacturing.eu](mailto:hr.hq@eitmanufacturing.eu)

**Please join us on this exciting journey. Send us your application now!**