TMV Capital
BUSINESS CATALYST

About Us:

TMV Capital is a dynamic and innovative organization seeking passionate individuals to join our team. We specialize in the fields of investment, wood processing, logistics, and development of digital tools.

Our activities cover not only European, but also American and Asian markets. Today, we form a team of more than 700 professionals who are united by common values: quality, responsibility, and innovation.

We are rapidly growing and expanding our talent pool and we are committed to nurturing talent and providing a platform for professional growth.

Career Opportunity:

IPA & Audit Intern

Role Overview: As a Junior IPA & Audit Specialist Intern, you will have the opportunity to gain hands-on experience in process automation and user experience-oriented testing. This internship is designed for individuals eager to develop their skills in low-code platforms, process documentation, and help desk management within a supportive and collaborative environment.

Key Responsibilities:

1. ### Process Flow Creation:

   - Collaborate with the Chief Process Officer (CPO) to draft detailed process flow diagrams for automation on a low-code platform.
   - Compile comprehensive documentation for processes based on established standards and examples.
   - Maintain accurate records of changes in developed and updated processes.

2. ### Process Flow Implementation:

   - Work alongside IPA colleagues to implement automation tasks of lower complexity and contribute to error control in various processes.

3. ### UX (User Experience)-Oriented Testing:

   - Conduct thorough testing of prepared processes from the user's perspective.
   - Evaluate the clarity of field labels, effectiveness of helper messages, and overall user-friendly design of user form layouts.

4. ### UX (User Experience)-Oriented Help Desk Management:

   - Assist in formulating responses for users based on IPA colleagues' guidance.
   - Provide updates on issue resolution status to users and address simple queries, providing consultations and demonstrations when needed.
   - Identify recurring questions and contribute suggestions for FAQs and user document enhancements to the Chief Process Officer (CPO).

Qualifications:

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong interest in process automation, low-code platforms, and user experience.
- Excellent analytical and problem-solving skills.
- Effective communication and collaboration abilities.

Benefits:

- Hands-on experience in a dynamic and growing organization.
- Mentorship from experienced professionals in the field.
- Networking opportunities within the industry.
- Possibility of future full-time employment based on performance.

For additional information, please contact:
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