

Internship: Capex process & portfolio office manager

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Company: PURATOS

Location: Dilbeek

Category: computer-and-mathematical

Internship: Capex process & portfolio office manager

Mission and key tasks

Support the Capex management team that oversees all capital investment activities of the Puratos Group.

Capex management plans and controls several tens of millions of annual investments over a global geographic coverage, for various operational and business strategic priorities.

Assist the development and roll-out of a training program to better manage all CapEx projects in the various countries.

Puratos invests each year 100M€ in Capital Expenditure (CapEx). The organization must align on a transparent decision process, clear project management procedures and technical standards. This requires training to ensure that all stakeholders knows how to manage the CapEx projects.

The mission consist of:

converting existing procedure and processes into a user friendly training material.

Software's and applications are available to develop the training material. Content is available. Your mission will be to understand this content and transfer it into the training applications.

Promoting the newly created training material to the right audience and monitor the implementation of the training program. This will enable you to create network in a complex matrix organization in more than 60 different countries.

Screening and analyzing all the project requests and support the definition of priorities and long range plan. Controlling the delivery progress of the retained projects.

This internship is a unique opportunity to understand how strategic industrial investment decisions are made in an international group. What are the typical risks of investment in Capital projects and how this can be mitigated with logical flows of exchanging information and making decisions.

Profile

List the Core Competencies, education and work experience:

Ability to understand processes/procedures in a matrix (complex) organization.

Computer science fundamentals

self-confidence with new IT systems,

Good communication and presentation skills

Fluent in English

Experience or certification in project management is an asset

Industrial engineering knowledge is an asset.

Practical info's

Period of the internship : 6 to12 months (minimum) Duration of the internship : 6 month

Location of the internship: Belgium – Groot Bijgaarden

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