

## Internship in Office Administration and Facilities team

Cognizant in Lithuania is rapidly growing and we are looking for motivated, keen to learn and passionate Intern, who will support The Office Management Team and help us to ensure the smooth running and availability of the offices to employees and visitors. If You are willing to gain valuable experience in globally recognized IT and BPO Outsourcing Company and you would like to learn how international company's work looks from inside, then we are waiting for Your CV.

### You will help us:

- To welcome visitors, issue temporary access cards, and register guests.
- To answer and operate main Cognizant phone and handle calls and e-mails (identify spam callers).
- Ensure a clean and tidy office in particular the kitchen area and meeting rooms.
- To coordinate and support events, related activities under the supervision of manager (client visits, hotel, restaurant and taxi booking, office preparation, catering, gifts) and other company events, such as Summer event.
- With day-to-day management of services provided by third party vendors (cleaning, stationery, fruits, maintenance, etc.).
- Regularly monitor the CCTV cameras and report any unusual activities/incidents to manager.
- With meeting room bookings for associates.

### We expect, that You:

- Have interest in Administration, Organizational tasks or want to gain experience in such field.
- Are able to prioritize, plan and organize work whilst in a busy environment.
- Are accurate, communicative and independent, have high attention to details.
- Have excellent Lithuanian and English language skills.
- Can dedicate 2-3 months of your time starting from September.

### We offer:

- Work in multicultural environment with professional colleagues.
- Opportunity to grow both professionally and personally.
- Learn what key ingredients for successful office management
- Inspiring working atmosphere and many engaging activities.
- Valuable experience and recommendations.

**We will be looking for Your CV and motivation letter!**

**Stay up to date with our website <https://cognizantcareers.eu/>**