

Job Offer

PHOENIX SE GmbH is currently looking for a

Working Student Digital Change Agent (m/f/d) – Corporate Strategic Initiatives

Working hours:

Student Contract (20 hrs./week)

Location:

Hybrid / Mannheim

Department:

Corporate Strategic Initiatives

Salary bracket:

n/a

Your tasks:

- Act as a catalyst for digital transformation within the In-House Consulting team by enabling colleagues to adopt and apply digital tools to improve productivity and value creation.
- Empower colleagues in the department to co-create workflow automation, knowledge management, and AI-enhanced processes using Power Automate, SharePoint, Co-Pilot, ChatGPT, and the broader Microsoft 365 suite.
- Support workshops and working sessions to identify automation opportunities, co-develop prototypes, and upskill the team on new digital capabilities.
- Curate and maintain a small number of strategic digital assets (e.g., project knowledge repositories, proposal support tools, reporting templates) that benefit the full team.
- Support the development and upkeep of knowledge-sharing structures, including tagging of project experience, capabilities, and reusables.
- Ensure all tools and practices are compliant with GDPR and information governance requirements.

Your profile:

- Currently pursuing university degree in business, digital innovation, or a related field.
- Experience in digital enablement, transformation, or business productivity area, ideally in a corporate setting.
- Experience supporting consulting-like environments (e.g., internships, project work) or interest in consulting
- Hands-on familiarity with Microsoft Power Platform (especially Power Automate and SharePoint), Microsoft Co-Pilot, and AI tools such as ChatGPT.
- Strong interpersonal and coaching skills with the ability to influence without authority and work collaboratively.

- Curious, proactive, and structured—excited to explore and test new tools and help others unlock their potential.
- Experience in the pharma, healthcare, or distribution industry is a plus.
- Business-fluent in English; German or another European language is a plus.

Please direct your application to:

PHOENIX SE GmbH & Co KG

Erik Sabo, Talent Acquisition Manager, Corporate HR

Pfingstweidstraße 10–12, 68199 Mannheim

E-Mail: e.sabo@phoenixgroup.eu

Application deadline: 27th of July 2025