

Groupe SEB Egypt Open Vacancies for the internship program

Job Title: HR Coordinator.

Job Location: Elsheikh Zayed.

Job Summary: Coordinate & support all the talent Acquisition & development function's operations

Major: Business Administration, Business & Entrepreneurship, HR, or any relevant

Job Responsibilities:

- Coordinate the full recruitment process
- Organize and attend job fairs and recruitment events.
- Support in employer branding initiatives, both internally and externally.
- Ensure that the recruitment process is efficient, effective, and equitable.
- Evaluate training and development program and adjust where needed

Job Qualifications:

- Agility.
 - Working transversely.
 - Attention to details
 - Eager to learn.
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Job Title: Retail Operation Specialist.

Job Location: Elsheikh Zayed.

Job Summary: In charge of doing daily store orders, conducting reports that benefit the business in providing clear information on business overall daily, weekly, and monthly performance

Major: Business Administration, Business & Entrepreneurship

Job Responsibilities:

- Responsible for communicating Retail Egypt activities regarding KPIs and CRM to the corporate team and making sure we're highlighted on the map in terms of our current, and future projects and best practices.
- Updated daily retail sales in the month
- Updated daily Sales per category by value.

- Orders of stock to stores to ensure all stores are equipped with all the products 2 days before the delivery date
- Measures the company sales of all channels (Retail and commercial (SDA and CKW))

Job Qualifications:

- Agility
 - Problem-solving
 - High Communication skills
 - Analytical thinking
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Job Title: IT Help Desk.

Job Location: 2 intern opportunities (1 Elsheikh Zayed & 1 Borj-Elarab Factor)

Job Summary: IT Help Desk will be overall responsible for supporting the IT team with all below-needed tasks.

Majors: Computer science, information technology.

Job Responsibilities:

- Run daily e-invoices to reflect on the tax portal.
- Create a new Microsoft account for the newly hired.
- Prepare a laptop and create new backend users.
- Prepare the pos machine with all the needed programs for the retail store. Also, set up the other devices they need like printers and scanners.
- Supporting them in any issue that appears in the devices or the system.
- Creating a new store with all the setup it needs like payments, warehouses, pos users, and terminals

Job Qualifications:

- Agility.
 - Working transversely.
 - solid knowledge of all MSC
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Job Title: Treasury Specialist.

Job Location: Elsheikh Zayed.

Job Summary: Treasury specialist will be overall responsible for planning inventory flow, sales analyzing statistical data, and generating forecasting solutions.

Majors: accounting and finance only

Job Responsibilities:

- The treasurer will learn the below:
- Forecast cash flow positions, related borrowing needs, and funds available for investment
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Maintain banking relationships
- Maintain a system of policies and procedures that impose an adequate level of control over treasury activities

Job Qualifications:

- Agility.
 - Working transversely.
 - attention to detail.
 - basic knowledge of accounting principles.
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Job Title: Logistics Specialist.

Job Location: Elsheikh Zayed.

Job Summary: logistics Specialist will learn

Majors: Supply Chain, logistics, Business Administration, Management

Job Responsibilities:

- Coordinate with the planning team to promote accurate and timely processing of orders.
- Handle timesheets associated with deliveries and pick-up shipments.
- Prepare monthly reports for delivery accuracy and measure suppliers' performance (KPI).
- Coordinate with WH for receiving capacity.
- Follow up with finance dep. for transfer supplier due amounts.
- Supporting the team in daily tasks if any.

Job Qualifications:

- Agile.
 - Attention to detail.
 - Multi-task
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Job Title: Assistant Product Manager (RDC).

Job Location: Elsheikh Zayed.

Job Summary: Assistant Product Manager RDC will have an eye on the product management cycle and other responsibilities will be mentioned below.

Majors: Mass Communication, Business Administration, Business & Entrepreneurship, Marketing, and could be engineering too.

Job Responsibilities:

- Work with Operational product managers and BU on the definition of the projects (models, specs, price targets, and timeline).
- Work in close collaboration with BEA RDC on the development of new products or improving existing products.
- Develop all assets required for the product development: product code creation, packaging, IFU, marking sheets, design sheets...
- Market launches follow-up:
Interact with the Operational product managers / BU on specific operational opportunities/issues.

Job Qualifications:

- Energetic.
 - Tenacity and curiosity to build his/her credibility within the product project team.
 - Ability to work efficiently in a multi-functional project team.
 - Creative attitude to generate or identify new products solution.
 - Agility.
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Job Title: Digital Marketing Specialist.

Job Location: Elsheikh Zayed.

Job Summary: Digital E-activation specialist has an eye on community management, campaign management, brand, and D2c Websites, Driving E-commerce and CRM, and other responsibilities will be mentioned below.

Majors: Mass Communication, Journalism and Mass Communication, Management of Information and Communication Technology, Business Administration, Communication and Media Arts, Integrated Marketing Communication, Communications, Business & Entrepreneurship, Marketing.

Job Responsibilities:

- Animate with agencies on our pages to increase communities' size and engagement level.
- Participate in digital content creation with the agency and Communication manager.
- Publish digital content on social networks that add value to our brands and products.

- Moderate consumer contribution on our pages in collaboration with product managers and ASS.
- Plan with Communication Manager and Execute all web, marketing database, email, mobile, social media, and display advertising campaigns for improved awareness and engagement of customers.

Job Qualifications:

- Innovation.
- Agile.
- Team player.
- Energetic.

Job Title: DTC Online Activation.

Job Location: Elsheikh Zayed.

Job Summary: DTC online activation will have a big eye on the e-content on the website process with other responsibilities and other responsibilities will be mentioned below.

Majors: Journalism and Mass Communication, Business Administration, Multimedia Journalism, Communication and Media Arts, Communications.

Job Responsibilities:

- Responsible for the website's meaningful content and e-merchandising
- Represent the company brand by enriching content with an appealing design using product images and videos to ease the purchasing decision.
- Create various types of content such as blog articles, premium content, and newsletters each month to drive leads, registrations, and brand awareness.
- Ensure shoppers are having a pleasant customer experience browsing our website
- Maintain pricing updates across all sites for closeouts, promotions, and everyday pricing.
- highlight offers and key products on the website with the latest trendy and fresh look and feel using the latest technologies
- Update and upgrade the website design based on the latest trends on a regular basis
- Deal with the technical team to collaborate on executing new functionalities or new options or services or regular updates.
- Supervise product data entry
- Optimizing content for SEO, topics, and keywords.
- Make good use of Google guidance

- introduce campaigns on the website like register and win, in-store registrations campaign, and use big events like Mega Sale to collect more registers
- Send newsletter in dual language (AR-EN)
- Continuously monitor and perform website to identify opportunities in (category sorting, optimizing attributes, updating photos, enriching product detail pages, etc)

Job Qualifications:

- Innovation.
- Agile.
- Attention to detail.

Job Title: E-commerce Sales & Content Operation.

Job Location: Elsheikh Zayed.

Job Summary: The E-commerce & content operation specialist will have a big eye on the e-commerce sales operation in our channel (Noun, Amazona, Jumia-Etc....) and other responsibilities will be mentioned below.

Majors: Mass Communication, Business Administration, Communication and Media Arts, Integrated Marketing Communication, Communications, Business & Entrepreneurship, Marketing.

Job Responsibilities:

- Manage day-to-day business with online accounts (Pure Players and E-commerce operations of Omnichannel retailers)
- Ensure proper online content for Groupe SEB products on e-retailer websites leveraging relevant internal tools.
- Take ownership of the E-content process
- Base & service providers (existing & new assortment), from basic e-content, appealing product descriptions, pictures, ingredients ..., videos, and all content needs
- Ensure the online visualization is aligned with the offline/store communication. eg. Develop category communication by segment (Improved category visuals...)
- Update the e-content with the Product/brand relaunches by the retailer.
- Leverage group E-Category Management best practices to drive online sales
- Track orders and ensure that the commitments negotiated with customers are duly respected in stores
- Follow-up customer collection and aging reports to ensure collection of accounts payable on time.
- Coordinate with Sales Admin and logistics to ensure customer orders are delivered on time and in full.

Job Qualifications:

- Innovation.
 - Agile.
 - Attention to detail.
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Job Title: Trade and category specialist.

Job Location: Elsheikh Zayed City.

Job Summary: Trade and category specialist will have a big eye on all offline E-activation programs with other responsibilities

Majors: Mass Communication, Journalism and Mass Communication, Business Administration, Multimedia Journalism, Graphic Design, Communication and Media Arts, Integrated Marketing Communication, Communications, Business & Entrepreneurship, Marketing

Job Responsibilities:

- Support and help the Key Account Managers to propose and adapt their selling stories
- Develop our know-how and define our merchandising strategies to reinforce our presence on shelves and through dedicated activations
- Regularly analyze customer activations to measure our ROI
- Closely working with the product managers to be aware of changes to the families and their products
- Liaise and work closely with other functions (Sales, Controlling, Corporate...) to ensure that tasks/projects are moving forward to avoid any impediments to the workflow

Job Qualifications:

- Agility.
 - Working transversely.
 - Creativity.
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Job Title: Demand Planner.

Job Location: Elsheikh Zayed.

Job Summary: The demand Planner will be overall responsible for planning inventory flow, sales analyzing statistical data, and generating forecasting solutions.

Majors: Supply Chain, Economics, Mathematics, Business Administration, Engineering, Management.

Job Responsibilities:

- Develop effective forecast models based on industry trends and demand patterns
- Propose and implement solutions to improve demand forecast accuracy. Successfully communicate forecast and inventory estimations to management.
- Monitor and report on important changes in sales forecasts, budgets, and business strategies.
- Conduct monthly forecast maintenance.
- Address demand-related issues in a timely and effective manner.

Job Qualifications:

- Solid understanding of inventory management practices and procedures.
- Strong mathematical and statistical knowledge.
- Capability to multitask in a fast-paced environment.

Job Title: Mechatronics engineer.

Job Location: Borj-Elarab, Alexandria City.

Job Summary: will have a big eye on the main robotics machines with other responsibilities will be mentioned below.

Majors: Electronics Engineering, Mechanical Engineering, Robotics - Control and Smart Systems, Electronics, and Communications Engineering.

Job Responsibilities:

- Design and implement automation and Robotic systems on cookware, domestic appliances, and molding areas, mainly based on ABB Robotic Arm and injection molding machines robots.
- Implement and manage the software that controls the Robots.
- Perform integration tests and quality control of the Automation system.
- Create complete documentation for the Robotic system.
- Monitor the use of the Robotic system and optimize its functionality.
- Troubleshoot problems in the Robotic System.
- Create prototypes and work on necessary components.
- Innovate new technologies or machines in the files of automation and robotics.
- Organize the system operation with other engineers during the different shifts according to the production plan.

- Support maintenance of the grippers', mechanical and electrical parts.
- Follow up on the tools and parts of the system and sustain the 5S.

Job Qualifications:

- Strong background in Robotics and Automation.
 - Good teamwork & collaborative skills.
 - Good project management & planning skills.
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Job Title: Molding Engineer

Location: Borj-Elarab Factory

Job Summary: The molding engineer will develop improvements in injection molding processes at a manufacturing company. Modifies or creates machines used for injection molding, assists with set up and troubleshooting for equipment, and develops materials to be inserted into molds to create products, as well as these other responsibilities

Major: Production Engineering, Mechanical Engineering, Electromechanical Eng.

Job Description :

- Operation stability follow-up during Shift
- Operation stability follow-up during Shift, on complete molding workshop thermoplastic and thermoset areas
- Troubleshoot workshop processing issues, and malfunctions by understanding the relationship between the IMM, Molds, and types of resins.
- Set-Up and start molding machines and robots and end of-arm tooling
- Set Up and start all equipment to build subsets, printing, and sub-assembly besides the molding machines
- Communicate with mold workshop and subcontractor's issues with injection mold tool troubleshooting, repair, and maintenance
- Understand and follow established Standardized Work Processes as they relate to Mold changeovers.
- Help to maintain the cleanliness of all manufacturing equipment, molds, and work areas and floor around molding machines
- Verify, ensure, and update equipment documentation daily
- Support the production team's priorities of Safety, Quality, and Delivery
- Assist in monitoring process conditions to ensure production meets customer specifications.

- Responsible for trials on new Projects, new molds, and pilot runs
- In conjunction with other departments, participate in identifying and analyzing non-conformities of production/quality problems; and developing, implementing, and verifying corrective actions

Job Requirements :

- Ability to keep on several tasks, and provide quick responses during shift operation to solve issues
- Good communication skills, teamwork, and cooperation with other departments
- Good organization skills, rigorous

Job Title: Purchasing Specialist

Location: Borj-Elarab Factory

Job Summary: Purchasing Specialists build vendor relationships to secure the best prices on products, as well as these other responsibilities:

Major: Majors: Supply Chain, Engineering.

Job Description :

- Purchase goods or services that meet the quantity and quality expectations of the organization.
- Evaluate and negotiate contracts with vendors.
- Track inventory and restock goods when needed.
- Stay up to date on industry trends and new products.
- Compare available goods with industry trends to determine appropriate pricing.

Job Requirements :

- Agile.
- Eager to learn.
- Initiative.

Job Title: Cost Controller

Location: Borj-Elarab Factory

Majors: Accounting or Business Administration.

Job Summary: Understand and Enhance the Product Costing process., Support the Middle and Top management by providing Accurate Reports., Support Other Finance team members.

Job Description :

- Prepare the Monthly Closing Entries.
- Prepare the Monthly Variance Analysis Reports: (Purchase price Variances, Manufacturing Variances)
- Analyze the gaps in the Bill of Materials.
- Participate in the Monthly Reforecasts (MRF)

Job Qualifications:

- Innovation.
 - Agile.
 - Attention to detail.
 - Analytical
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Job Title: Supply Planner.

Job Location: Borj-Elarab Factory.

Job Summary: Create production and material plan for SDA and injection to deliver sales demand on time with required qty considering a level stock for finished goods and raw material.

Majors: Supply Chain, Economics, Mathematics, Engineering, Business Administration, Management.

Job Responsibilities:

- Get inputs on the plan (Forecast, Opening stock, and Production Achievement)
- Run the inputs to get the final plan numbers.
- Check capacity available to achieve the required plan (number of working days, number of workers, and number of machines)
- Run MRP to determine the needed material to achieve the production plan
- Place POs for needed material (local and import)
- Follow Up on incoming shipments (Local and Export) with the logistics team and make sure that delivery dates meet the required production plan
- Follow up production plan with production teams to make sure that the plan is achieved daily and solve any sudden issues instantly
- Follow-up updates occurred on BOM with the industrial team and make sure that real consumption meets with recorded consumption on the system
- Follow-up price updates with the sourcing team to be considered in purchase orders.

Job Qualifications:

- Solid understanding of inventory management practices and procedures.
- Strong mathematical and statistical knowledge.
- Capability to multitask in a fast-paced environment.

Job Title: Industrial Process Engineer

Location: Borj-Elarab Factory

Job Summary: Process engineers help to transform raw materials into valuable everyday products. They are responsible for designing, implementing, controlling, and optimizing industrial processes and machinery in the manufacturing industry.

Major: Production Engineering, Electrical Engineering, Electromechanical Eng.

Job Description :

- Capacity Study, Injection Capacity-IMM Park, Injection Capacity Update, Line capacity Calculation
- Follow Up on Current Projects Implementation.
- New machine Commissioning, New Machine Validation Report
- Manufacturing of Jigs for assembly
- Industrial Product Sampling
- Routine time measurement for assembly lines
- New assembly line Installation
- P. Os & Quotations for Fabrication, P. Os & Quotations for Utilities & machines
- Packaging Follow Up
- Feeding Strategy

Job Requirements :

- Ability to keep on several tasks, and provide quick response during shift operation to solve issues
- Good communication skills, teamwork, and co-operation with other departments
- Good organization skills, rigorous

Job Title: Quality Design Engineer

Location: Borj-Elarab Factory

Majors: Production/Mechanical Engineering study.

Job Summary: -working directly with the quality leader, cooperating in the pre-production (Pilot Run Validation) before starting production, supporting in elaborating control plans for manufactured and sourced products, supporting in managing EMQs during the development project, and according to the selected product development processes (group processes called EPO process), support in elaborating product development reliability tools (risk-analysis, robust design...)

Job Description :

- **Contribute to ensuring the fair quality of the products**
 - Guarantee that the development of products takes into consideration both consumer requirements and customer complaints
 - Guarantee respect for technical specifications
 - Ensure and promote the security of people, tools, and facilities
 - Guarantee the product complies with local, export, and group regulations.
- **Sustainable development**
 - Incorporate the principles and goals of the Groupe SEB Sustainable development policy while carrying out one's duties by respecting Group commitments and agreements signed in the matter
 - Develop corporate social responsibility measures focused on ethics, social issues, and human resources, the environmental footprint of our activity and economic and social commitments in the regions and municipalities where Group plants are established

Job Qualifications:

- Anticipate and prevent possible deviations by taking appropriate corrective measures described in the specifications
 - Be creative to propose modifications to improve product quality
 - Initiative and reactivity be able to quickly decide which technical measures to take in case of a problem
 - Good understanding of local and international standard
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Job Title: Development Engineering

Location: Borj-Elarab Factory

Majors: Engineering (Mechanical, production, or any relevant department).

Job Summary: - Contribute to the successful development of new products, by working directly with the Project Development manager and Project development engineer

Job Description :

- **Contribute to ensuring Project health outcomes**
 - Guarantee that projects deliver the desired outcomes.
 - Guarantee that products are available for production on time.
- **Sustainable development**
 - Incorporate the principles and goals of the Groupe SEB Sustainable development policy while carrying out one's duties by respecting Group commitments and agreements signed in the matter
 - Develop corporate social responsibility measures focused on ethics, social issues, and human resources, the environmental footprint of our activity and economic and social commitments in the regions and municipalities where Group plants are established

Job Qualifications:

- Good understanding about mechanical and electrical systems.
- Knowledge about measurements and tolerances (Dimensional and Geometrical)
- Basic knowledge of project management

