

Intern Document Management System

<https://www.icdrachten.nl/vacatures/intern-document-management-system/>



Bedrijf: Resato Hydrogen Technology B.V.

Locatie: Assen

Opleidingsniveau: HBO

Periode: Approx. 20 weeks

Stage: Ja

ASSIGNMENT DESCRIPTION:

As an intern for the Document Management System (DMS), you will support the QA department in further developing a DMS ISO 9001:2015. Resato has already set up a DMS in SharePoint, our internal collaboration platform. During this internship, you will contribute to updating existing documents (such as processes, procedures, and work instructions) to ensure they reflect the current working practices. You will map the current processes and cross-check the information you gather against the documents in the DMS.



DESIRED QUALIFICATIONS:

- You are studying at HBO level in the field of Business Administration
- You are motivated, independent and proactive
- You have a critical mindset
- You are interested in SharePoint (experience with SharePoint is a plus)
- You are available from February 2025, for a period of \pm 20 weeks

WHAT DO WE OFFER:

- The opportunity to work at a rapidly growing, leading company that is continuously developing
- Direct supervision by the QA manager
- Introduction tot he ISO 9001:2015 quality standard
- The opportunity to gain experience in all aspects of quality management
- A competitive internship allowance
- Fresh fruit every day

- Freedom for initiatives and ideas
- The chance to make an active and valuable contribution to the company's work

PROCEDURE:

The internship starts in February 2025.

Are you excited after reading this intern vacancy and want to be part of an organization contributing to a greener future?

Then quickly send your CV and motivation letter to HR@resato-hydrogen.com. Please also let us know which vacancy you are applying for. We look forward to meeting you!