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When you grow, IKEA grows too.

Trainee Internal Communication
Distribution Services (DS) South Europe, located in Lyon (France)

Distribution Services South Europe is a part of IKEA Supply Chain and is responsible for the distribution of the IKEA range to stores and customers in Southern Europe. We have Distribution Centres and Customer Distribution Centers in Italy (Piacenza), France (Marseilles, Lyon, Metz, Paris) and Spain (Valls) and a Transport organization in Milan and Lyon. In total we speak about approximately 1200 IKEA co-workers.

During your trainee period of 6 months you will get a broad understanding of the IKEA processes, organisations and the distribution business. You will actively contribute and learn on the job sided by an experienced colleague, to be ready to take the next step as Internal Communication Responsible in the Distribution Area South Europe.

As Internal Communication Responsible you will, in partnership with our business leaders, actively work to secure an effective communication which is fully contributing to the business and by that creating an excellent and sustainable performance, today and tomorrow. By establishing an environment where our co-workers are well informed and the IKEA values and culture are a living reality, you will contribute to an open and sharing climate.

As internal Communication Responsible YOU WILL:
• Plan, implement and follow up activities, securing a strategic, effective and receiver oriented information flow that supports the business goals. You will define and develop information channels, tools and working methods in line with IKEA communication strategy.

• Create awareness of the importance of information and communication as a strategic tool for leading an organisation and steering the business

• Develop the DS area communication plan based on the area Business Plan, on the global Matrix and on input from the sites/units in DS South Europe.

• Develop and lead the DS South Europe communication network Italy, France and Spain.

• Contribute to the global IKEA Internal Communication agenda and participate in global IKEA projects.

• Support the organizational development and change processes.

REQUIREMENTS:
• University degree in Economics / Marketing / Journalism is an advantage.
• Demonstrated competence in creating and implementing communication plans, transferring clear messages towards different target groups
• Very good knowledge of Microsoft tools
• Basic knowledge of Adobe tools
• Fluent in spoken and written English. Fluency in Spanish, French or Italian is wished

CAPABILITIES and MOTIVATION:
• Interest in Supply Chain operations
• Excellent communication skills
• Ability to „build“ trustful relations and commitments with people on different levels
• Ability to support change in an effective way
• Self-motivated and take initiative when working towards set objectives

During your trainee period you will report to the Internal Communication Responsible in DS South Europe.

Application deadline: 30th September 2010

ID: 103321BR

Contact: Eugenia Acosta (Hum. Res.) +34 977 618 144
Lidia Fernandez (Int Comm.) +33 474 826 164

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IKEA +me