



## SUMMER 2024 INTERNSHIPS

**Abris**

**Autopay**

**CRIDO**

**CLIFFORD  
CHANCE**

**CVC**

**ETOS S.A.**

**ING** 



**MIASTO  
GDYNIA**

**www.gdansk.pl**

**LPP**

**KPMG**

**SK  
& S** SOŁTYSIŃSKI  
KAWECKI  
SZŁĘZAK

- The application deadline for summer 2024 edition is 31.03.2024
- The 2024 edition of the program starts on the 24.06.2024
- Apart from unique opportunity to undergo the internship in reputable institution, we provide accommodation for the duration of the internship, cover the cost of your journey to Poland and back home, and provide the pocket money for the duration of the internship (not less than national minimum wage).
- Please note that in 2024 we accept applications from Ukrainian students of all universities in Ukraine as well as all Ukrainian students studying abroad
- For more details please visit our website:

**[www.leopolisforfuture.org](http://www.leopolisforfuture.org)**

- To apply, please contact your international coordinator at your university or scan the QR code below and use application form on our website



**INTERNSHIPS 2024**



**Abris Capital Partners** is one of the leading independent private equity fund managers investing in Central Europe. We have navigated this region with eyes on the horizon and the world in mind for the last decade. We know these waters by heart – and we responsibly steer businesses towards remarkable growth and value creation.

[www.abris-capital.com](http://www.abris-capital.com)

**Location of the internship:** Grzybowska Park, ul. Grzybowska 5A, 00-132 Warszawa;

**Duration of the internship:** 1 month with option to extend the internship to 2 months;

### **Intern in the Deal Team**

#### **Responsibilities:**

- Supporting Polish and CEE teams with day to day requests, financial analysis and all aspects of deal processing including modeling, due diligence, liaison with advisors, completion, monitoring, internal compliance and exit;
- Assisting with further projects as and when they arise.

#### **Requirements:**

- We're looking for Detail-oriented intern with exceptional analytical and organizational skills;
  - Strong oral and written communication in English.
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**Autopay (formerly known as Blue Media )** is a provider of solutions designed to handle electronic transactions and support online sales – from automation of household payments to comprehensive tailor-made online banking services. The company has been present on the market since 1999 providing tools for handling electronic payments, systems for handling e-invoices, systems for immediate payments, verification and authorization systems, systems for handling and supporting the sale of banking products.

[www.autopay.pl](http://www.autopay.pl)

**Location of the internship:** ul. Powstańców Warszawy 6, 81-718 Sopot

**Duration of internship:** 1 month

### **Intern in the ICT Department**

#### **Responsibilities:**

- We're looking for detail-oriented intern with exceptional communication and organizational skills to assist our ICT Department.

## Requirements:

- Education in the field of computer science, preferably IT administration - it would be great if the candidate graduated from high school with a major in IT;
  - Intern should be flexible, well-organized and quick to learn;
  - Seller's attitude - energetic, positive and communicative;
  - Strong oral and written communication in Polish is a must;
  - Strong oral and written communication in English will be an advantage.
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**C L I F F O R D** Clifford Chance Polska is a part of British multinational law firm headquartered in London, England, and a member of the "Magic Circle", a group of London-based multinational law firms. The Warsaw office has a fantastic team with an outstanding track record of navigating complex, cross-border M&A transactions and high-profile joint ventures. The team has impressive experience in a variety of industries, including financial services, media and IT. The law firm is also often involved in private equity transactions.

[www.cliffordchance.pl](http://www.cliffordchance.pl)

## Responsibilities:

- Review and analysis of legal documents in accordance with legal and regulatory requirements;
- Identification of legal and compliance risks;
- Drafting and red-lining of legal documentation;
- Research via internal & external sources;
- Monitoring legal/regulatory-related databases.

## Requirements:

- Student of the 2nd, 3rd, 4th or 5th year of law studies;
  - Interests in accordance with the Law Firm's profile (corporate law, contract law, mergers and acquisitions (M&A transactions), labor law and managerial contracts, capital market law, intellectual property law);
  - Very good knowledge of MS Office package;
  - Communicative knowledge of the Polish language;
  - Knowledge of the English language is a must;
  - Independence, responsibility and conscientiousness in the performance of duties;
  - Commitment to work.
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**CRIDO** Crido provides tax, legal and transactional assistance as well as business consultancy to entrepreneurs. We help companies advance their innovation business by, among other things, obtaining financing from public funds and other available sources. Our dedication and work have received much appreciation. We top the rankings of tax advisors and firms supporting innovation and R+D. We are advisors, not auditors. We are a Polish consulting firm. As a member of Taxand, a global tax organization, we can also help our clients grow their business abroad.

**www.crido.pl**

**Location of the internship:** ul. Towarowa 28 (Generation Park Z), 00-839 Warszawa

**Duration of the internship:** up to 2 months

**Intern in the HR Team**

**Responsibilities:**

- Support HR team across various areas including EB initiatives, training administration, recruitment;
- Assist in internal HR communications, create graphics and presentations;
- Conduct research and analysis to better understand sector trends, competitor tactics, and best practices in employer branding;
- Take part in internal projects focused on enhancing various HR processes.

**Requirements:**

- Status of a student of a 4th or 5th university year (social studies or psychology preferred);
- Strong analytical and communication skills;
- Advanced English; knowledge of Polish would be an advantage;
- Familiarity with CANVA and video editing software is a plus;
- Proficient in MS Office, especially MS PowerPoint;
- Open-minded, detail-oriented, and focused on assigned tasks.



**CVC Capital Partners** is a leading global alternative investment manager focused on private equity, secondaries and credit with a global network of 29 local offices and €188 billion of assets under management. CVC manages funds for over 500 of the highest quality, blue chip clients around the world which place their trust in CVC to grow and protect their capital.

**www.cvc.com**

**Location of the internship:** Portfolio companies of CVC Capital Partners

**Duration of the internship:** up to 2 months

**Areas of expertise:**

- Digital Marketing
- Brand Marketing
- Finance
- HR

**Requirements:**

- Student of a 4th or 5th university year (one of the abovementioned areas of expertise);

- Strong communication skills;
  - Advanced English;
  - Knowledge of Polish would be an advantage;
  - Proficiency in MS Office, especially MS PowerPoint;
  - Open-minded, detail-oriented, and focused on assigned tasks.
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**ETOS S.A.** ETOS S.A. manages the sales network in Poland and the countries of Central and Eastern Europe. It develops brands such as Diverse, Diverse Extreme Team, Coalition (CLTN), which are available in shops and the [diversesystem.com](http://diversesystem.com) online store. The success of ETOS is based on the strength of the Diverse brand, present on the Polish market since 1993. It is one of the most recognizable and fastest growing brands of casual clothing on the Polish market, intended for young people in the 20-30 age range.

[www.diversesystem.com](http://www.diversesystem.com)

**Please note that depending on quality of the applications we will select two interns for two positions from three positions listed below.**

**Location of the internship:** ul. Bysewska 23, 80-298 Gdańsk;

**Duration of internship:** 2 months with option to extend the internship;

### **Intern in the Export Department**

#### **Responsibilities:**

- Compiling and distributing financial and statistical information such as budget spreadsheets;
- Analyzing questionnaires;
- CEE market research;
- Collating figures and statistics, providing reports for the management.

#### **Requirements:**

- Advanced knowledge of MS Office (Word, Excel, PowerPoint, Outlook);
- Very good knowledge of English; knowledge of Polish and Russian will be an advantage;
- Ability to research data on the Internet;
- Conscientiousness, thoroughness and accuracy;
- Ability to work as a part of the team and under pressure;
- Good communication skills.

### **Intern in the Marketing Department**

#### **Responsibilities:**

- Compiling and distributing financial and statistical information such as budget

- spreadsheets;
- Analysing questionnaires;
- Preparing reports, company brochures and similar documents;
- Organising and hosting presentations and customer visits;
- Assisting with promotional activities;
- Helping to organise market research;
- Working closely with employees in other functions, such as advertising, market research, production, sales and distribution.

**Requirements:**

- Confidence;
- Organizational skills;
- Commercial awareness;
- Adaptability, Creativity;
- Good team working skills;
- Communication skills;
- Numerical skills;
- IT skills;
- Very good knowledge of Polish;
- English will be an advantage.

**Intern in the Product Department**

**(this offer is addressed exclusively to students of the Academy of Arts and the duration of the internship is three months)**

**Requirements:**

- Knowledge of CorelDraw (additionally: Photoshop);
- Knowledge of MS Office (Word, Excel, PowerPoint, Outlook);
- Good organizational skills;
- Creativity and sense of aesthetics;
- Very good knowledge of current trends in fashion;
- Good knowledge of Polish and English.



EY provides consulting, assurance, tax and transaction services that help solve our client's toughest challenges and build a better working world for all.

[www.ey.com](http://www.ey.com)

**Please monitor the website [www.leopolisforfuture.pl/internships](http://www.leopolisforfuture.pl/internships) for more details of internships at EY.**

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The **ING Bank Śląski** is a part of an ING Group, a Dutch multinational banking and financial services corporation headquartered in Amsterdam. Its primary businesses are retail banking, direct banking, commercial banking, investment banking, wholesale banking, private banking, asset

management, and insurance services.

**Please monitor the website [www.leopolisforfuture.pl/internships](http://www.leopolisforfuture.pl/internships) for more details of internships at ING Bank Śląski.**

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**Gdańsk City Council** is a legislative and control organ in the city. Gdańsk is a city on the Baltic coast of northern Poland. With a population of 486,492 Gdańsk is the capital and largest city of the Pomeranian Voivodeship. It is Poland's principal seaport and the country's fourth-largest metropolitan area.

**[www.gdansk.pl](http://www.gdansk.pl)**

Location of internship: ul. Nowe Ogrody 8/12, 80-803 Gdańsk

Duration of internship: 1 month

### **Intern in the Department of Social Development**

#### **Responsibilities:**

- Supporting the implementation of social projects aimed at developing civil society, counteracting discrimination and exclusion, social integration, including the integration of people with migration experience;
- Supporting socio-cultural initiatives that raise awareness of the global challenges of the modern world and stimulate civic activity;
- Cooperation with other departments in the implementation, promotion and communication of department projects;
- Cooperation with social and cultural institutions and organizations in Poland.

#### **Requirements:**

- Student of fields such as social policy, political science, administration;
- Project management training;
- Experience in independent coordination of social and civic projects, as well as experience in coordinating cultural projects is desirable;
- Experience in teamwork in an intercultural environment preferred;
- Experience of working in public institutions preferred;
- Fluent knowledge of Polish in speech and writing is required, English will be an advantage.
- Knowledge of the Pomeranian Voivodeship Development Strategy 2023 will be an advantage (<https://bip.pomorskie.eu/api/files/133794>)
- Ability to plan and organize one's own work;
- Responsibility, independence, commitment to performed tasks;
- Very good communication skills and ability to work in a team;
- Ability to work under time pressure;
- Good manners.

## **Intern in the Department of Municipal Economy**

### **Responsibilities:**

- Support in handling municipal waste management matters;
- Support in handling matters related to selective waste collection;
- Support in implementing and promoting ecological education and pro-ecological activities;
- Preparing reports on the implementation of tasks in the field of municipal waste management;
- Conducting information and educational activities regarding the proper functioning of the municipal waste management system;
- Support in keeping accounting related to fees for municipal waste management.

### **Requirements:**

- Knowledge of legal acts regarding environmental protection and the ability to interpret them;
- Student of fields related to environmental protection and management;
- Efficient use of MS Office programs (Word, Excel);
- Ability to analyze and synthesize data and draw conclusions;
- Experience of working in public institutions preferred;
- Fluent knowledge of Polish in speech and writing is required, English will be an advantage;
- Ability to plan and organize one's own work;
- Responsibility, independence, commitment to performed tasks;
- Very good communication skills and ability to work in a team;
- Ability to work under time pressure;
- Good manners.



**MIASTO  
GDYNIA**

**Gdynia City Council** is a legislative and control organ in the city. Gdynia is a city in northern Poland and a seaport on the Baltic Sea coast. It is the second-largest city in the Pomeranian Voivodeship.

Gdynia is part of a conurbation with the spa town of Sopot, the city of Gdańsk, and suburban communities, which together form a metropolitan area called the Tricity (Trójmiasto) with around 1,500,000 inhabitants. Historically and culturally part of Kashubia and Eastern Pomerania.

**[www.gdynia.pl](http://www.gdynia.pl)**

**Location of the internship:** al. Marszałka Piłsudskiego 52/54, 81-382 Gdynia

**Duration of the internship:** 2 months

**Intern at Gdynia City Council**

### **Requirements:**

- Desire to know the organization and tasks of local government;



- Interest in the development and implementation of projects co-financed from European Union funds;
- Interest in the development of cities in terms of investment, revitalization;
- Interest in the impact city has on the environment and society and how to manage this impact;
- The ability to quickly establish contacts;
- Creativity;
- Positive attitude;
- Very good knowledge of Polish;
- Excellent written and oral communication skills;
- Strong organizational skills and ability to work with minimal supervision;
- Critical thinking and creative problem solving;
- Ability to manage multiple tasks and competing deadlines simultaneously;
- Proficient in Microsoft Word and Excel.

### **Responsibilities:**

- The ideal candidate must have an interest in public policy, community organizing, political science, economics, English, communications, public relations, or a similar area of study or career path;
- Active involvement in monitoring district and City issues, current events and relevant legislation;
- Assist in research and planning of upcoming events and projects;
- Provide accurate and complete information in response to constituent inquiries and community issues;
- Assist with and maintain office procedures, routine correspondence, telephone inquiries and special projects
- Develop clear knowledge and understanding of principals, functions, practices and operations of the New York City Council;
- Assist with responding to a variety of constituent inquiries and issues.



**KPMG** in Poland has been providing audit and consultancy services for 30 years. Being part of a global organisation of independent audit and consulting companies, we have been providing professional services in the Polish market for 30 years now. We employ nearly 2,000 persons in seven offices.

**[www.kpmg.pl](http://www.kpmg.pl)**

**Location of the internship:** ul.Inflancka 4A, Warszawa

**Duration of the internship:** 2 months

**Trainee - Audit Department - two positions available**

The KPMG Poland audit department has existed for almost 30 years and specializes in auditing financial statements of companies from all sectors of the economy. Our clients include the largest private and listed companies, which are leaders in their sectors in Poland and in the

world, as well as small and medium sized companies.

**Responsibilities:**

- Co-implementation of projects related to the audit and review of financial statements and assurance services

Direct cooperation with KPMG's clients within the ongoing projects, supported by KPMG's experienced experts

**Requirements:**

- Status of a student or a graduate of at least the third year of studies in economics, finance or related areas;
- Interest in a practical approach to financial issues and willingness to relate your professional future to the audit and advisory industry;
- Aiming at project work and acquiring knowledge from professionals;
- Analytical skills;
- Very good knowledge of Polish and English.

**We offer:**

- Paid internship;
- Cooperation on diverse tasks with the best experts – gain practical experience under their supervision;
- Hybrid or remote work model – on-site we work in modern office spaces in convenient locations;
- Wide range of trainings integrated in Degreed platform, i.a. LinkedIn Learning, certified Microsoft courses and internal trainings;
- Company iPhone and laptop.

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**LPP** LPP, company established in the nineties, is one of the fastest developing fashion retailers in the world. Consequently investing in its development, it has quickly become an international chain, managing a portfolio of 5 recognizable fashion brands: Reserved, Cropp, Sinsay, House, Mohito.

**[www.lppsa.com](http://www.lppsa.com)**

**Location of the internship:** ul. Łąkowa 39/44, 80-769 Gdańsk

**Duration of the internship:** 3 months

**Intern in the Design Department**

**two internships available**

**(this offer is addressed exclusively to students of the Academy of Arts)**

**Requirements:**

- Knowledge of CorelDraw (additionally: Photoshop);
- Knowledge of MS Office (Word, Excel, PowerPoint, Outlook);

- Good organisational skills;
- Creativity and sense of aesthetics;
- Very good knowledge of current trends in fashion;
- Good knowledge of Polish and English.



**The law firm Sołtysiński Kawecki & Szlęzak** advises Polish and foreign clients on domestic and international business ventures and in procedural matters. Operating continuously since 1991 as an independent Polish company, we have gained one of the leading positions on

the legal services market. We deal with all areas of law relevant to running a business. Our team consists of over 180 lawyers, and we also constantly cooperate with the largest international law firms.

**[www.skslegal.pl](http://www.skslegal.pl)**

**Location of the internship:** ul. Jasna 26, 00-054 Warszawa

**Duration of the internship:** 1 month

**Intern at the law firm  
two internships available**

**What we offer:**

- Opportunity to gain experience in the legal department of a reputable Warsaw law firm a chance to participate in the implementation of the Law Firm's current projects;
- Friendly working atmosphere in a young dynamic team;
- Work in the very center of Warsaw

**Requirements:**

- Student of the 2nd, 3rd, 4th or 5th year of law studies;
- Interests in accordance with the Law Firm's profile (corporate law, contract law, mergers and acquisitions (M&A transactions), labor law and managerial contracts, capital market law, intellectual property law);
- Very good knowledge of MS Office package;
- Communicative knowledge of the Polish language;
- Knowledge of the English language is desirable;
- Independence, responsibility and conscientiousness in the performance of duties;
- Commitment to work.