

# Business Process Excellence (BPE), Student Assistant

## – Paychex Europe Denmark

### About Us

Paychex Europe Denmark, previously known as Lessor Group, has established itself as a leading provider of IT solutions for payroll, HR, and workforce management, serving over 80,000 companies across Europe. As we continue to expand, we're committed to leveraging data and processes to drive smarter business decisions. To support this growth, we are looking for a talented BPE Student Assistant to join our dynamic Business Process Excellence Team.

### Your Role

As a BPE Student Assistant, you will play a vital role in our team, assisting in our Process Excellence work, creating VISIO maps, document work processes and creating work instruction. You will work closely with experienced professionals, gaining hands-on experience in Business Process Management (BPM) and have broad co-operation across our organization.

### Key Responsibilities:

- Create Visio maps and document as-is processes as part of workshops with key stakeholders
- Create Visio maps for to-be processes, in close co-operation with key stakeholders
- Create Work Instructions for our employees and/or Managers in a certain process and how to work in various internal IT tool
- Ad hoc assignments i.e. clean up in data
- Maintain and update our Process and Work instructions repository
- Provide user support within the use of Visio and/or managing the Repository

### Qualifications:

- Currently pursuing an HA.it or similar IT-related degree, with at least one year of studies completed
- A strong interest in IT, LEAN, process management (BPM) and the ability to see process optimization points
- Experience with Visio and SharePoint is an advantage
- Independent, structured, methodical, and detail-oriented approach to tasks

### Work Environment:

- 15 to 20 hours per week, with flexibility around exam periods
- Primary location in Allerød, with the option to work from our Copenhagen office when it fits your schedule

### Why Join Paychex Europe?

Joining Paychex Europe Denmark means becoming part of a team that values innovation and growth. You'll gain practical experience in a supportive environment, working with cutting-edge tools and technologies that are shaping the future of business intelligence. If you are passionate about data and eager to contribute to a growing team, we encourage you to apply.

We are continuously calling for interviews, why we look forward to hearing from you as soon as possible.

For further information, please contact Head of Business Process Excellence Marie Young by email

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