

Looking for internship? Join **Miele Global Services**



MIELE INTERNSHIP

Sales Back Office Intern with English

Your responsibilities:

- ✓ accepting and processing home appliance orders from our retail partners (B2B);
- ✓ direct contact with our partners via mail;
- ✓ checking the ability to deliver, possibly offering alternative solutions and product advice;
- ✓ processing general administrative tasks of the department;
- ✓ cooperation with other departments at Miele.

Our requirements:

- ✓ willingness to develop in the international business environment;
- ✓ willingness to work 20-40h per week;
- ✓ student/ graduate (e.g. English Studies);
- ✓ B2 level of English language;
- ✓ good MS-Office skills;
- ✓ good communication skills;
- ✓ team player able to work in cross cultural team;
- ✓ strong work ethics;
- ✓ flexibility in adaptation to fast changing working environment;
- ✓ attention to detail and ability to deliver accurate results.

What we offer:

- ✓ 23 PLN/h on a 3 months' civil contract (July-September);
- ✓ Multisport card;
- ✓ attractive location;
- ✓ work based on work-life balance concept;
- ✓ friendly and supportive working atmosphere;
- ✓ opportunity to grow and develop in a team of professionals;
- ✓ possibility of being involved in local initiatives and social action projects.

APPLY HERE: www.pracuj.pl/praca/sales-back-office-intern-with-english-poznan.oferta.1001732944?sort=3&s=cd5adb4d

