Transport & Distribution Intern with French, Poznań

Role overview
Transport Control Tower, currently made up of almost 30 team members, grouped into regions, are dedicated to provide services for the Local Supply Chain Organization and Integrated Supply Chain entity, performing end-to-end transport and distribution related processes. The Transport Control Tower department plays an important role in the shipping and receiving processes, indirectly contributing to warehouse activities to ensure a high level of customer service.

What you will be doing:
- Supporting the team in processing transport orders received from customers;
- Assisting with responses to routine customer enquiries about transport services;
- Helping the team maintain daily communication with customers and respond to their needs;
- Working alongside the team to track order status in the Transport Management System;
- Contributing to data collection and preparation for customer service KPIs, and assisting with regular KPI monitoring and reviews;
- Taking part in building and maintaining day-to-day working relationships between Transport Control Tower members and customers;
- Using tools such as TMS, SAP, SharePoint, BI and Office 365 to support the team's day-to-day work.

We are looking for colleagues who:
- Speak English and French very well (both min. B2 level)
- Have a team work approach
- Are available to work 20-40 hours per week
- Have a proficiency in MS Office
- Have good organizational skills, dedication and accuracy
- Enjoy international environment and are team players
- Quickly put ideas into actions

What you can expect

- 6 months of paid internship with a chance of extension
- Flexible working hours
- Working in a hybrid mode
- English as a main internal communication language
- Possibility to gain business knowledge and practical skills in international, diverse teams
- Amazing events, e.g. after work beer events

Apply here.

We read applications continuously and vacancies may be filled anytime. We look forward to receiving your application.