



JOB DESCRIPTION INTERN

ABOUT THE COMPANY

We are a leading time-critical logistics specialist, providing global time-critical delivery solutions to our customers, no matter what the geography, size, weight, distance or mode of transport.

We partner with and support our customers to meet complex and urgent international transport challenges by adding speed and flexibility to their supply chains.

Operating 24/7 365, we display a constant commitment to providing the fastest, most cost-effective and reliable solutions, time and time again.



Location
Wroclaw

Department
Accounting, Customer Service & Logistics

Hours
Flexible working time
(240 hours over three months)

Salary
To be discussed

ABOUT THE POSITION

To provide support to the accounting, customer service and logistics departments, by working with transport documentation, invoices and data entry. In addition, to gain a broad experience of the operations of Priority Freight, through the internship scheme.

KEY JOB RESPONSIBILITIES

- Support with data entry
- Assist with monitoring transports and reporting consistently with Priority Freight standards
- Assist with invoicing and producing transportation documentation

CANDIDATE REQUIREMENTS

- Logistics experience is desirable
- Experience of working with high volumes of data
- A positive attitude
- Able to work individually, or as part of a team
- Communicative Polish and English are essential

REPORTING

- **Responsible to (manager/post):**
Team Leader
- **Responsible for (staff/jobs):**
N/A