



YOUR FREIGHT - OUR PRIORITY

Priority Freight Intern

Job Title: Intern

Department: Accounting

Location: Wrocław

Hours: Flexible working time
(240hrs / 3 months)

About Priority Freight

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard.

As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from six offices in four countries; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.

Job Description

Main Purpose of Job

To provide support to the Accounting Department based on working with the transport documentation, invoices and data entry.

Responsible for (Staff/Jobs): None

Key Job Responsibilities

- Support with data entry
- Assistance with invoicing and transport documentation

Competencies Required to Do the Job (1-5)

IT Skills		Organisation	
Outlook /Email	4	Task Prioritisation	4
Word	3	Systematic Approach	5
Excel	3	High Volume Experience	2
Customer Service		Self-Motivated	
Customer Focus	2	Focused	5
Excellent Telephone Manner	3	Task Completion/Tenacious	4
		Close Supervision Not Required	3

Any Job-Related Skills

- Positive attitude
- Teamwork

Join the Team

Ready to apply? Why not send your CV at Laura.Pavani@priorityfreight.com

Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

