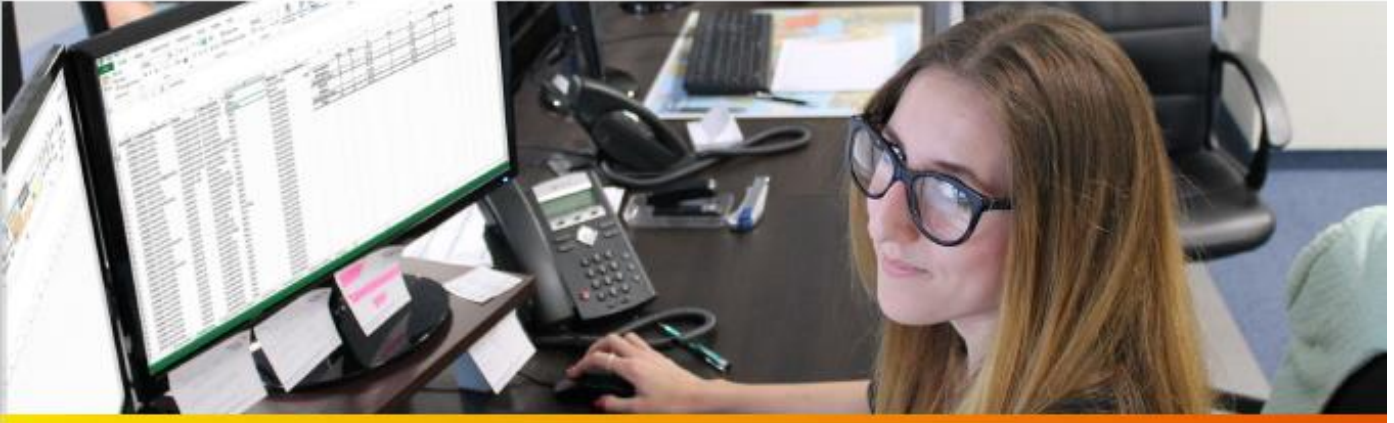


## PRIORITY FREIGHT CAREERS - JOB DESCRIPTION

### Intern



**Job title:** Intern

**Department:** Accounting, Customer Service and Logistics

**Location:** Wrocław

**Hours:** Flexible working time  
(240 hours over three months - paid)

**Main purpose of job:** To provide support to the accounting, customer service and logistics departments based on working with transport documentation, invoices and data entry. In addition, to gain a broad experience of the operation of Priority Freight through the internship scheme.

**Responsible to (manager/post):** Logistics Team Leader  
**Responsible for (staff/jobs):** None

#### Key job responsibilities

- Support with data entry
- Assistance with monitoring transports and reporting consistent with Priority Freight's standards
- Assistance with invoicing and transport documentation

## Competencies required to do the job

IT skills	Organisation	Customer service	Self-motivation
<ul style="list-style-type: none"> <li>Outlook/Email 4</li> <li>Word 3</li> <li>Excel 3</li> </ul>	<ul style="list-style-type: none"> <li>Task prioritisation 4</li> <li>Systematic approach 5</li> <li>High volume experience 3</li> </ul>	<ul style="list-style-type: none"> <li>Customer focus 4</li> <li>Excellent telephone manner 5</li> </ul>	<ul style="list-style-type: none"> <li>Focused 5</li> <li>Task completion/tenacity 4</li> <li>Close supervision not required 3</li> </ul>

## Any technical job-related skills

- Logistics experience is desirable
- Experience of working with high volumes
- Positive attitude
- Teamwork
- Communicative English is essential

## 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 several strategically-located offices across Europe; 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.

## Join the team

Apply now, you're your CV to [vitalii.synychka@priorityfreight.com](mailto:vitalii.synychka@priorityfreight.com).

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



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