

PRIORITY FREIGHT CAREERS - JOB DESCRIPTION

Intern



Job title: Intern

Department: Accounting and Customer Service

Location: Wrocław

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

Main purpose of job: To provide support to the accounting and customer service departments, 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): Customer Service Specialist

Responsible for (staff/jobs): None

Key job responsibilities

- Support with data entry
- Assistance in the transport monitor and reporting consistent with company'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">• Outlook/Email 4• Word 3• Excel 3	<ul style="list-style-type: none">• Task prioritisation 4• Systematic approach 5• High volume experience 3	<ul style="list-style-type: none">• Customer focus 4• Excellent telephone manner 5	<ul style="list-style-type: none">• Focused 5• Task completion/tenacity 4• Close supervision not required 3

Any technical job-related skills

- Logistics experience is desirable
- Ability to work under stress pressure
- Positive attitude
- Teamwork

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, send your CV to us today : klaudia.babula@priorityfreight.com

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

