



YOUR FREIGHT - OUR PRIORITY

Priority Freight Intern

Job Title: Intern	Department: Logistics, Accounting
Location: Wrocław	Hours: Flexible working time (240hrs / 3 months)
Form of employment: commission contract	Paid internship

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 and Logistics Department based on working with the transport documentation, invoices and data entry. In addition, to gain a broad experience of the operation of Priority Freight through the Internship.

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

Any Job-Related Skills

- Logistics experience is desirable
- Ability to work under stress pressure
- Positive attitude
- Teamwork
- Fluent English and Polish

Join the Team

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

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