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## **INTERNSHIP: INTERNATIONAL ASSISTANT IN LOGISTICS**

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### **TASKS:**

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#### **Personal Assistance to the international logistics manager**

##### **Daily tasks**

- Answering customer-questions via email/telephone mainly in English, optionally in German, French and Spanish
- Analysing freight costs
- Tracking of deliveries
- Invoice processing
- Preparation of international freights
- Organization of internal and external logistical processes
- Logistic analysis for new market entrances
- Submission of transportation offers to clients

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### **REQUIREMENTS**

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- High communication skills in English optional in Spanish, German, French
- Very good MS-Office knowledge
- Very good writing and communication skills
- Organizational talent
- Trustworthiness, independency, ability to work in a team

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### **DATA**

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#### **Our history\_ Our personality**

Protective Comfort Group is a second generation family company with more than 40 years experience developing products dedicated to safety and comfort. Based on the Spanish Mediterranean Coast, and currently with subsidiaries in USA and UK, we exports to more than 40 countries worldwide, producing technical flooring for an array of applications such as sport, education and animals.

Website: [www.pcg.es](http://www.pcg.es)

- Internship: **Jan/Feb 2012 (6 months)**
- Salary: **€ 361/Month**
- Extra: **twice a week you can participate in our training sessions with a personal trainer**
- Place: **San Vicente del Raspeig/Alicante, SPAIN**

**If you want to be part of our team, send us your complete application (CV and motivation letter in English)**

#### **Contact**

**email: [sales@paviplay.com](mailto:sales@paviplay.com) – Melanie Fodré**