

Business Performance Trainee

Stażysta w dziale Business Performance

based in Warsaw/Poland

Enthusiasm, motivation, willingness to learn and work! These are our keywords besides the desire to work with people in an international environment. As a Trainee you will support your department in terms of preparation and administration. You will be fully responsible for your activities and based on your performance you might be involved into the deep professional part of the job.

At Astara we are family where commitment, passion and innovative ideas are welcome. At Astara you can find friendly, people oriented workplace and international work environment.

Do you want to join our team?

As Business Performance Trainee your mission will be:

- Support of Business Performance Analytics in following area:
 - Communication with dealer network
 - Sales Performance reporting
 - Executive reporting
 - Analysis of market, sales, commercial campaigns
 - Salesforce & SAP data management
 - Operational support for tasks related to business plans & forecasts
- Support of Used Car Manager in following areas:
 - Used Cars offers preparation
 - Used company vehicles sales (including: deliveries, agreements preparation, invoicing, hand overs, insurance cancelations, etc.)
 - Company Cars orders (including deliveries, internal communication, insurance management, registration)
 - Reports preparation (infleet, defleet, sales)
 - Keeping Used Cars Dealers data base up to date
- Company cars related topics handling:
 - Reporting and monitoring (mileage, maintenance, inventory, etc.)
 - Orders and invoices handling (repair, insurance, used car)
 - Accident management: contact the insurance broker, support the colleagues in case of accident reporting / handling

We need someone with

- ongoing university studies
- available for work at least for 1 year; min. 30 working hours / week
- advanced English level
- Excel experience fluency is additional asset
- openminded, communicative and well organized
- previous work experience in automotive or marketing would be additional value

What we offer:

- real opportunity to gain valuable professional work experience in the international company
- flexible and supportive work environment in teamwork oriented department.