

## Administration and Customer Service for Logistics in Terrassa (Barcelona)

WHERE? Terrassa, Barcelona, Spain

WHEN? All over the year

DURATION: 3-6 months

HOW MANY HOURS? Full-time, 40h/week



This renowned company in the logistics industry focuses its business-model on an online platform to bring large business groups to transport providers, from large corporations through air or maritime logistics to small truck owners. It is a company dedicated to providing solutions to companies that need information and assistance in transportation issues of MERCHANDISE, INTERNATIONAL TRADE AND LOGISTICS.

Before you start recruitment process, please check with your school if they would accept UNIVERSITY AGREEMENT which needs to be signed at the end of recruitment process.

### The tasks:

Essentially, the role of the student is to establish a link between the company and transportation providers from collecting information and documents: Company data / fleet / routes / permissions / authorizations / type of merchandise. After obtaining this data and documents the student must publish and register them in the database of customers. This process, called approval, promotes the visibility and interaction between transport providers and customers, who will finally make use of its logistics services. The main tasks are: \* Contact transport providers to standardize their information and documents. \* Update the database with the information and documents obtained. \* Organize the execution times: Call-backs, re-contact, registration, contact times. \* Identify and locate the ideal way to get the information and documents required for the approval. \* To fulfill the objectives of the department in terms of approvals and obtaining information and documents. \* Actively collaborate with colleagues and superiors to achieve the general objectives of the area. The student will always be under the supervision of the head of the area and will have objectives and targets of compliance projects and work seasons.

### We are looking for:

- Studies: Logistics, Administration, Business
- Languages: **NATIVE POLISH + HIGH ENGLISH or HIGH SPANISH**

### We offer:

- Remuneration: **450€/month + transport ticket**
- Interesting tasks, international and pleasant work environment

**APPLY NOW!** Please send us your CV in English or Spanish to

**praktyki@ies-consulting.es** with the title [Logistics Terrassa](#)

\* Our recruitment process is free. Only if you get accepted and the company confirms your application, we will require an administration fee. All our internships provide salary, so we guarantee that costs of the service will pay off.