



## **Inbound Administration Internship**

The candidate will be working within the Operations&Logistics Area; people working in this department ensure that every day, customer orders are delivered worldwide in extremely rapid timeframes and with excellent standards of service. With four digital production centres and five logistical centres in Italy, the United States, Japan, China and Hong Kong, it succeeds in guaranteeing optimal management of merchandise and distribution in more than 100 countries.

Based at Interporto, the candidate will help the Inbound Administration team on the following specific activities:

- Monitoring orders
- Analyze and control invoices
- Update all the tracking files (i.e. production)
- Create and share reports
- Support Back office team and Administration

## **Requirements**

The ideal candidate has an economics degree; other requirements include:

- Strong quantitative, research, and data analytic skills
- Problem solving skills and intellectual curiosity, with a bias towards solution development
- Aptitude for a technological approach
- Excellent knowledge of Excel (Pivot tables, Macro and advanced functions)
- Good knowledge of English
- Ability to effectively communicate with other company areas
- Ability to work independently and as part of a team
- Ability to manage time and pay close attention to detail
- Desire to learn and motivation to work within the administration team

## **Location**

Interporto (Bentivoglio), Bologna Area (Italy)