

BMW GROUP



SUCCESS IS CREATED BY PEOPLE, NOT DEPARTMENTS.

SHARE YOUR PASSION.

Knowing the destination isn't enough: you need to know how to get there. Build up your own networks, exploit new ideas, consistently take the initiative. Inspire other people with your enthusiasm. That's the only way to give ideas the power that allows them to become true innovations.

Customer Support Intern

What awaits you?

- Support the team in their daily operations and take part in projects like market strategies or the development of new business fields.
- Preparation of power point presentations.
- Monitor and assure proper reporting.
- Support the purchase order operation in the team.
- Steering of meetings and organization of business trips.
- Issue invoices (via local invoicing) for external suppliers and subsidiaries.
- Translation and adaptation of English texts for several department projects.

What should you bring along?

- Good communication skills.
- University student or fresh graduate with bachelor degree.
- Excellent English and Romanian knowledge (writing, listening, speaking), German would be an advantage.
- Ability to multi-task and prioritize.
- Good Microsoft Office and advanced Excel skills.
- Creative skills in design and art are an advantage.

Further information

Starting date: October 2023

Location: BMW Group Romania, Bucharest

Employment type: part time, limited internship contract

Are you looking for an exciting challenge? We look forward to receiving your application via this link in **eRecruiter**.