



## A GOOD INTERNSHIP IS NEVER HANDS OFF. SHARE YOUR PASSION.

We believe in creating an environment where our interns really can learn by doing and where they are given their own areas of responsibility right from the start of their time with us. That's why our experts will treat you as part of the team from day one, encourage you to bring your own ideas to the table – and give you the opportunity to really show what you can do.

### 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 you should 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: 03. March 2025

Location: BMW Group Romania, Bucharest

Employment type: part time, limited internship contract

Are you looking for an exciting challenge? Then join our team. We look forward to receiving your application. You can find detailed information and apply via this [link](#).