

# A GOOD INTERNSHIP IS NEVER HANDS-OFF.

SHARE YOUR PASSION FOR GETTING HANDS-ON WITH US.



With its brands BMW, MINI and Rolls-Royce the BMW Group is one of the world's most successful premium manufacturers of automobiles and motorcycles.

## Internship Back Office Support for Sales & Marketing (f/m/x).

### Tasks:

- Management of incoming and outgoing correspondence (e.g. sending welcome letters etc.).
- Checking of customer documentation correctness - interaction with Financial Services HUB in Poland in the area of preparation of dealer payout.
- Workflow management of other original documents (archiving, sending, scanning etc.), Office Management support; support in customer service in the case of a personal visit in the office.
- Support Area Manager: reporting, dealer support etc.

### Qualifications:

- University student or graduate.
- Slovak language and advanced English is mandatory.
- Good knowledge of MS Office: Excel, PPT.
- Strong communication and organizational skills.

### Further information:

Employment Type: **full time/Internship**

Salary: **1.100 EUR/monthly**

Contract: **limited contract**

Earliest starting date: **ASAP**

Location: **BMW Financial Services Slovak Republic, Bratislava**

We are looking forward to receiving your application via **e-Recruiter link**.

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GROUP**

THE NEXT  
100 YEARS 

