

INTERNSHIP POSITION IN WHOLESAL DEPARTMENT

EKO Bulgaria EAD is an oil company part of Hellenic Petroleum Group, a regional industry leader.

We are offering internship for a period of six or twelve months to highly motivated and talented students, who would like to gain insight into the daily work and relevant experience in the company business processes of an international company.

We are looking for a competent Back Office Assistant to help with the organization and running of the daily operations of the Wholesales & Fleet Sales Dept.

What we offer:

- 6 or 12 months paid internship position in our Head office in Sofia;
- Experience providing relevant administrative support regarding the Wholesales & Fleet business operations;
- Experience in working for an International Company;

The ideal candidate will be a hard-working person able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail.

We are looking for candidates with:

- Good organizational and time management skills
- Very good written and verbal communication skills
- MS office proficiency with advanced knowledge of Excel; Knowledge of “back-office” computer systems (SAP software) will be considered an advantage.
- Analytical abilities and aptitude in problem-solving
- Ability to work under pressure.
- Working level of English language.

Your responsibilities will include:

- Organize office and assist associates in ways that optimize operations & procedures.
- Coordinate with other departments to ensure compliance with established policies.
- Maintain trusting relationships with suppliers, customers and colleagues.
- Resolve office-related malfunctions and respond to requests or issues
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information

If you are interested in our offer and if you consider that you meet the above listed requirements, please, send your CV to: jobs@eko.bg