



## Internship in Repair & Maintenance Contract department (RMC) **MAN Truck & Bus Norge AS in Oslo (Norway)**

In order to support the daily administration of the Norwegian subsidiary of MAN Truck & Bus Norge AS we are looking for an Intern for the following periods:

**03.02.2020-31.07.2020**

Headquartered in Oslo, MAN Truck & Bus Norge AS is an import / distribution company with 10 branches nationwide and around 250 employees.

### **Tasks:**

- Calculate and/or verify customer offers
- Supporting activities to sales force
- Supporting the controlling of incoming claims to the contracts
- Maintain and control contracts in SAP
- Participate in building guidelines and developing effective working processes for the department
- Make ad-hoc reports and analysis when needed
- Train the successor intern in a handover period at the end of the internship
- Develop and maintain working instructions for later interns to the department

### **Your qualifications:**

- Studies in business administration, engineering with business orientation or similar courses of studies
- Strong analytical skills, systematic approach and interest to work with numbers
- Great knowledge of spoken and written English, other languages (German or Norwegian) is a plus
- Practical experience with MS Office, SAP knowledge is a plus
- Positive and pro-active work ethics

### **What we offer:**

- The monthly salary is NOK 18,750 gross
- Friendly working environment

Please send us your application documents in one PDF file until 16.12.2019:

- Curriculum Vitae
- Cover Letter
- Up-to-date Certificate of Enrollment
- Transcript of Records from your university
- Certificates from previous internships or work (optional)