



## Project Administrator Trainee

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We are an international technical service provider with over 200 technicians delivering services to industry and energy sectors around the world. Our DNA is half-Danish and half-Polish. Currently we are looking for a competent, well-organized Trainee who is interested in project management and business relations. The position is based at our Shared Service Center in Szczecin, Poland – we are looking for young energetic person who is willing to relocate.

### Scope of work:

- Assisting our Key Account Engineers in preparation of calculations and contracts for our projects
- Entering customer and account data from source documents
- Taking part in ongoing work in the department and sharing tasks depending on the workload in the Project Department
- Keeping company procedures within Project Department according to company standards
- Assisting in daily communication with the customers when required
- Tracking and correcting inconsistencies within company database
- Assisting Key Account Engineers in projects planning
- Creating invoicing plans and cooperation with Finance Department
- Cross functional ad hoc duties concerning HR, Sales and Travel departments

### Profile – Must have's:

- You are fluent in English
- You have a Bachelor degree or College Diploma in business/commercial related field
- You have the drive to learn and expand your knowledge under wing of experienced colleagues
- You are willing to relocate to Europe: Poland, Szczecin
- You have a passport valid for minimum 3 years at the time of hiring
- You are open to learn other cultures
- You are a vibrant extrovert and you like to like joyful and friendly atmosphere at work
- You are proficient with MS Office and advanced Excel and Word user
- You have 2 years of experience in corporate environment
- You are well-organized and pay attention to details

### Profile – Nice to have's:

- Knowledge of International language (other than English)
- International Driving License, recognized in Europe
- You have worked previously with SalesForce and MS SharePoint databases
- You like to work in a dynamic, fast changing environment
- You have high adaptability and perseverance attribute
- You are a natural and efficient communicator
- Newly graduated absolvents matching experience threshold are welcomed

## What we offer:

- Paid traineeship specialized in projects administration with possibility of full employment
- Arrangement of all paper works including a good standard accommodation before arrival
- Exciting job in a respected, well-run, company where your opinion matters, and standards are high
- Friendly atmosphere in a well-organized and ergonomic office in the city center
- Private medical care after 6 months of employment
- Professional training and courses financed by the company
- Arrangement of trips back home for holidays from time to time
- 20 days of paid holiday every year, which will increase to 26 days (depending on seniority)

This position will be based in our office in **Szczecin, Poland, EU**.

If you are interested in this position, please send us your application (CV + cover letter + relevant certificates and documentation for education in one PDF file) in an email to [job@eryk.com](mailto:job@eryk.com) till 31/08/2022 and mark it "Project Administrator Trainee". We reserve the right to contact only selected candidates.



Please include: „I hereby consent to processing of my personal data included in my job application for the needs of the current and future recruitment processes (according to the Personal Data Protection Act of 29.08.1997, Dz.U. No. 133 item 883)” Providing personal data in a CV is voluntary but necessary for the recruitment process. Personal data will be processed pursuant to Article 6 para. 1-point a and c of the general regulation on the protection of personal data of April 27, 2016. At any time, you can withdraw your consent by contacting us at [hr@eryk.com](mailto:hr@eryk.com). The administrator of personal data is Eryk Sp. z o.o. with headquarters in Szczecin, ul. Brama Portowa 1, 70-225. Personal data will be processed until the completion of recruitment, but no longer than three months from the date of recruitment completion. Please include: „I hereby consent to processing of my personal data included in my job application for the needs of the current and future recruitment processes (according to the Personal Data Protection Act of 29.08.1997, Dz.U. No. 133 item 883)”