



**BMW
GROUP**



ROLLS-ROYCE
MOTOR CARS LTD

**CONNECTING. ON A NEW
WAVELENGTH.**

ACCELERATION. THE BMW GROUP INTERNATIONAL TRAINEE PROGRAMME.

With its brands BMW, MINI, BMW Motorrad and Rolls-Royce the BMW Group is one of the world's most successful premium manufacturers of automobiles and motorcycles as well as a provider of premium services for individual mobility. The engine for the intensity and attraction of our products and services is the passion of our employees. We are part of the sales region for Central and Southeastern Europe.

Internship Car Pool (f/m/x).

Tasks.

- Sales team support - projects and systems implementation.
- Organization of vehicles fleet (coordination of logistics, preparation PDI, registration, vehicle handovers and returns), including proper administration.
- Administration of company cars usage in BMW systems.
- Calculation of road tax, radio fees, NSFC cross-charge, wages inputs, etc.
- Coordination of vehicle repairs (incl. delivery stops), collecting all relevant documents.
- Penalties distribution and archiving: regular stock-taking.

Qualification.

- University student or graduate.
- Very good communication skills and proficiency in Czech and English.
- Advanced MS Office, SAP as an advantage.
- Driving license group B.
- Motivation & dedication, teamwork, coordination skills & attention to detail.

Further information.

Employment type: **Internship/full time**
Contract: **limited contract: 12-15 months**
Starting date: **22.8.2023**
Location: **BMW Czech Republic, Prague**

Are you looking for an exciting challenge? Then join our team. We are looking forward to receiving your application via **e-Recruiter link here.**