

Trainee's position, Company/Institution	Customer Retention Specialist / Sales Development Manager / Sales Assistant Imagic Group Sp. z o. o.
Name of the department in which trainees will be doing their internship	Sales Department
Frequency of internships	<input checked="" type="checkbox"/> permanent internship offer <input type="checkbox"/> irregular (as per request)
Possible number of trainees to be admitted during single period	2
Preferred study programs ¹	<input type="checkbox"/> ANY <input type="checkbox"/> Economic Analytics <input type="checkbox"/> Journalism and Social Communication <input checked="" type="checkbox"/> E-commerce <input checked="" type="checkbox"/> Economics <input type="checkbox"/> <i>European Master's in Customer Relationship Marketing (MERCURI)</i> <input checked="" type="checkbox"/> <i>Finance and Accounting for Business</i> <input type="checkbox"/> Finance and Business Economics <input checked="" type="checkbox"/> Finance and Accounting <input checked="" type="checkbox"/> Managerial Finance <input type="checkbox"/> Finance and Management in Health Care <input type="checkbox"/> Digital Economy <input type="checkbox"/> Economy and Public Management <input type="checkbox"/> Urban Economy and Real Estate <input type="checkbox"/> Spatial Economy <input type="checkbox"/> Tourism Economy <input type="checkbox"/> Informatics <input type="checkbox"/> Informatics and Econometrics <input type="checkbox"/> <i>International Business (IB)</i> <input type="checkbox"/> <i>International Master in Intercultural Business (MAGELLAN)</i> <input checked="" type="checkbox"/> Logistics / Logistics in Business / Logistics (7 semesters) <input type="checkbox"/> International Economic Relations <input type="checkbox"/> Law and Management <input checked="" type="checkbox"/> Entrepreneurship and Finance <input checked="" type="checkbox"/> Accounting and Taxes <input type="checkbox"/> <i>Quantitative Asset and Risk Management (ARIMA)</i>

¹ Detailed list and description of programs and specializations: www.ue.katowice.pl/kandydaci.html (in Polish)

	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Public Management <input type="checkbox"/> Other (what kind?).....
Requirements	<ul style="list-style-type: none"> • Ability to establish relationships, • Independence, • Responsibility, • Willingness to develop, • Commitment, • Good knowledge of MS Office.
Responsibilities	<ul style="list-style-type: none"> • Preparing financial reports, • Settling customer documents, • Handling accounting and logistics programs, CRM databases, • Working on sensitive customer data (for insurance purposes), • Preparation of customer insurance policies and their settlement, • Delivery point logistics, • Customer retention, • Planning process improvement to satisfy customers, • Reporting activities and providing information, • Maintaining the highest possible quality standards in customer service, • Providing reliable information.
What we offer	<ul style="list-style-type: none"> • Ability to gain valuable experience, • Opportunity to sign a permanent employment contract, • A very good working environment, • Work from Monday to Friday.
Minimum weekly availability	3 days per week
Is the offer also addressed to foreign students who do not speak Polish?	Yes/ No
Website dedicated to the student internship program	none
DETAILS OF THE PERSON RESPONSIBLE FOR ISSUES RELATED TO THE INTERNSHIP PROGRAM AT THE COMPANY/INSTITUTION	
Name and surname:	Anna Mazur
Function:	
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