

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	permanent internship offer
Possible number of trainees to be admitted during single period	2
Preferred study programs	<ul style="list-style-type: none"> • E-commerce • Economics • Finance and Accounting for Business • Finance and Accounting • Managerial Finance • Logistics / Logistics in Business / Logistics (7 semesters) • Entrepreneurship and Finance • Accounting and Taxes • Management
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
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:	-
E-mail:	anna.mazur@imagic.com.pl
Telephone No.:	-
Mobilephone No.:	794 929 277