

PURCHASE AND LOGISTIC INTERN (No.373)

ABOUT US

We are a small up-coming media company supporting big names in the Hollywood Film industry with its professional knowledge of software development and technical production support in the business. The company provides you with involvement in the exciting media and film business and the chance to get into several projects (hands-on projects) with established partners and well known names in the industry.

TASKS

It is important to us that both we and the intern profit from this internship. We need someone who is willing to trust themselves do something new and exciting and is able to work independently. Therefore, we normally tailor our internships according to our needs and the abilities of the individual intern.

- Purchasing
- Logistic
- Admin Support

SKILLS NEEDED

- MS-Office Skills
- ability to work alone
- Motivated, creative, independent
- Intermediate or better level of spoken and written English

SKILLS TO BE ACQUIRED

- organisational skills
- team working and independent working and planning skills

PERIOD	min. 3 months
FINANCIAL SUPPORT	300 GBP per month
PLACE OF INTERNSHIP	London
OFFICE HOURS	9.00 – 18.00 + 1 hour lunch break

CONTACT

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