



ΕΛΛΗΝΙΚΗ
ΔΗΜΟΚΡΑΤΙΑ

ΠΑΝΕΠΙΣΤΗΜΙΟ
ΜΑΚΕΔΟΝΙΑΣ

ΟΙΚΟΝΟΜΙΚΩΝ ΚΑΙ ΚΟΙΝΩΝΙΚΩΝ ΕΠΙΣΤΗΜΩΝ



ΓΡΑΦΕΙΟ ΠΡΑΚΤΙΚΗΣ ΑΣΚΗΣΗΣ

Ημερομηνία ανάρτησης ανακοίνωσης: 26/03/2013

ΝΕΑ ΘΕΣΗ ΠΡΑΚΤΙΚΗΣ ΑΣΚΗΣΗΣ



Meteco SA is a scrap metals trading house headquartered in Thessaloniki, Greece, acting as a trading intermediary and service provider offering a range of value-adding services. Our services span every step in the scrap metals supply chain. Our breadth of expertise affords a unique perspective, enabling us to offer integrated solutions that improve our partners' business performance.

The role: Back Office Assistant

The role encompasses assistance in the areas of accounting, export and ISO documentation procedures. The new comer will be responsible for managing and updating data in CRM Microsoft Dynamics as well as in ERP Galaxy Singular Logic. The duration of the internship is **4 months** with a strong possibility for a permanent offer.

Knowledge, skills and abilities

We are looking for candidates with a strong educational background. Fluency in English is a must and a firm understanding of any other language is a great asset. The ideal candidate is a team player, has an independent, flexible and efficient work attitude as well as a good knowledge of IT applications (MS Office).

Υποβολή Αιτήσεων:

27/03/2013 – 09/04/2013,

Δευτέρα έως Παρασκευή, 11:00-13:00,

Γραφείο Πρακτικής Άσκησης Πανεπιστημίου Μακεδονίας.

Προσοχή! Η θέση δύναται να καλυφθεί πριν την εκπνοή της ανωτέρω προθεσμίας εάν ο Φορέας καταλήξει στο Φοιτητή που επιθυμεί να απασχολήσει.