

**E-COMMERCE BUSINESS SUPPORT TRAINEE**  
**(internship in business/e-commerce, start: Sep. 2021)**

**Location:** Bratislava, Slovakia

**Start:** September 2021

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program organizing professional internships for foreign higher education students in Slovakia within Erasmus+ program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement for traineeships, provided by their higher education institution covering the whole internship period.**

**Company profile:**

This traineeship is in a Slovak Business Center of a global Fortune 500 company, the number one PC vendor worldwide and leader in providing innovative consumer, commercial and enterprise technologies. Serving customers in more than 160 countries, its product lines include a full range of commercial and consumer PCs, servers and workstations, and a family of mobile internet devices including smartphones and tablets. The company is located in modern offices in a wide center of Bratislava, with over 500 employees.

**Position description:**

This is an exciting opportunity to take on challenging real-life projects and initiate an exciting career in the IT sector. You will join our Online SMB Sales team in order to provide general support in a variety of tasks.

**Programs and projects you may focus on, but will not be limited to:**

- Optimizing processes and implementing a new CRM for our customer and Sales Representatives within EMEA region
- Support execution of outbound campaigns via SMB Inside Sales team
- Support Program Coordinator to increase registrations and the number of active buyers
- Track and report on key metrics and use problem-solving skills to logically structure ambiguous problems, identify sources of data, conduct analysis, derive key insights and deliver recommendations

**Qualifications:**

- Excellent verbal and written communication skills in English
- Excellent data analysis capacity
- Excel proficiency
- Ability to work on your own and within a teams
- Flexibility and ability to multi-task
- Passion for technology

**Knowledge and skills the trainee can learn during the internship:**

- project management
- communication skills and negotiation skills
- working with SAP
- technical skills concerning data management

**Benefits:**

- Free accommodation provided,
- Lunch allowance
- Professional training courses
- Possibility to get a Full- time employment offer after the internship
- Support by our team before and during the internship

**Interested candidates please apply by submitting [an online application form](http://www.placementslovakia.com) at [www.placementslovakia.com](http://www.placementslovakia.com)**

**We look forward to hearing from you!**