

Internship in the Order Management Department
MAN Truck & Bus Norge AS in Oslo (Norway)

Duration: 6 months / 12 months (expected starting July/August)

MAN Truck & Bus is one of Europe's leading commercial vehicle manufacturers and transport solution providers, with an annual revenue of some 11 billion euros (2022). Headquartered in Oslo MAN Truck & Bus Norge AS is an import/ distribution company with 10 branches nationwide and around 250 employees.

Tasks and responsibilities:

- Maintain and control contracts in SAP and other internal company systems.
- Ad hoc analyses of P/L, vendor and customer accounts.
- Efficiently following up the purchase order and maintaining effective communication.
- Responsible for creating precise and relevant certificates and documentation for both customers and internal departments of the company.
- Building process optimization tools for efficient working of the company.
- Participate in building guidelines and developing effective working processes.
- Creating of relevant documents to support the sales departments.
- Facilitate and participate in future recruiting processes of interns.

Skills and Qualifications:

- Studies in business administration, economics, logistics or similar courses.
- Strong analytical skills, systematic approach and interest to work with numbers.
- Great knowledge of spoken and written Norwegian & English. Other languages are a plus.
- Practical experience with MS Office, interest in company based software, prior knowledge in Microsoft 365 is a plus.
- Highly motivated for taking on new challenges at MAN in Norway
- Positive and pro-active work ethics

What we offer:

A monthly salary of NOK 20,000 gross
Friendly working environment
Additional fringe benefits like co-payment for fitness studio

Please send us your application documents in **one PDF-file** until 15.06.2023:

Curriculum Vitae
Cover Letter
Up-to-date Certificate of Enrollment
Transcript of Records from your university
Certificates from previous internships or work

For any questions regarding the position, please feel free to contact us through our e-mail address: rajvir-singh.johal@man.eu