

Traineeship in Pooled Resources Unit

Frontex Pooled Resources Unit is offering traineeships for candidates with the following profile:

Requirements in terms of background and personal qualities:

- University degree in the areas of business administration, office management, logistics or similar field;
- Proficient in using Microsoft Office applications and in particular Excel, Visio Project;
- Skills in organizing meetings, briefings, workshops;
- Excellent writing skills;
- Fluency in English- written and spoken, at least B2 level;
- Good communication skills;

Tasks and responsibilities:

- Monitor the requests for small equipment and support the logistics team in practical organization of the distribution of items to the stakeholders ;
- Support the logistics team in the maintaining and monitoring of the relevant database and physical stock;
- Support the preparation and the drafting different business processes and procedures related to the stock and fleet management.

How to apply

In order to apply for this traineeship opportunity, please be so kind as to follow the instructions described on our webpage.

The deadline for sending applications is **16 February 2018, 23:59 Warsaw time.**

Time

The traineeship is expected to start on 16 March 2018 for 6 months initially with possibility for an extension.

Location

Headquarters in Warsaw, Poland.