



Internship in Logistics and Order Processing at MAN Truck & Bus Norge AS in Oslo (Norway)

In order to support the order processing of the Norwegian subsidiary of MAN Truck & Bus Norge AS, we are looking for an Intern for the following period:

01.10.2020-31.03.2021

MAN Truck & Bus Norge AS has its headquarter in Oslo and is an import / distribution company with 10 branches nationwide and around 250 employees.

Tasks:

- Independent handling of the sales and distribution process in the BackOffice
- Preparation of ad hoc reports, participation in projects
- Creating of relevant documents to support the sales and distribution department
- Organizing and maintaining the database in SAP and Excel
- Developing, improving and documenting the organisational structure within the company
- Monitoring of business partners according to the compliance requirements
- Service Care

Your qualifications:

- Studies in business administration, business engineering or similar courses of studies
- Strong analytical skills, process-oriented thinking and the ability to handle complex procedures
- Practical experience with MS Office and very good knowledge in English
- Knowledge in Norwegian and SAP is beneficial but not necessary
- Positive and pro-active work ethics

What we offer:

- The monthly salary is NOK 18,750 gross
- Friendly working environment

Please send us your application documents per mail in **one PDF file** until 22.03.2020:

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

Mail: tamira.schuck@man.no

Why MAN? Why Norway? Why come here?



Note: This document was created by MAN interns for future MAN interns!

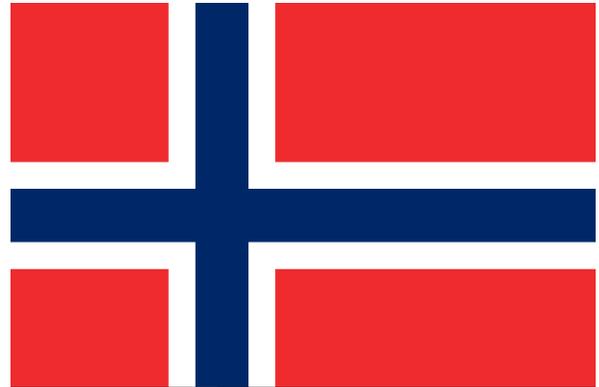
MAN NORGE

The MAN head quarter is located in Fjellhamar, around 45min outside the city center of Oslo, **easily reachable** by public transport. It is recommended to live in Oslo city rather than in the outskirts since Oslo offers a wider range of amenities.

You will work in a **comfortable office environment** with open-minded and friendly colleagues, split into around nine departments. Three departments are continuously equipped with **German interns** on a full-time basis, so you will enjoy their company throughout your stay.

All tasks require a **high degree of independence** and **responsibility**, you often have to **take initiative** yourself.

You can look forward to becoming part of the “Norwegian way of working” with a **good work-life-balance**.



In the Bible, it rained for 40 days and 40 nights. They called it a disaster.

- In Norway, we call it summer ☺



#theverynorth

Living in Norway is easy. You don't need to speak Norwegian since **English** is spoken by the majority of the population. Simple Norwegian phrases are always appreciated though ☺

People pay **cashless**, a credit or debit card is practically the only mean of payment. Beware of currency exchange rates and charges!

Living conditions can be compared to Germany, even though food and drinks come at a higher price. Good thing about that: you never give tip!

You live in Europe without actually living there – **No roaming costs, no adapter needed and no passport needed.**

Norwegians are nature-oriented people. They enjoy outdoor activities and spending time in their cabins. It is generally a **safe country** to live in.

Free Time Activities / Social Life

Since Oslo is Norway's capital and most **vibrant** city, it offers a broad **food scene** (Oslo Street Food, Mathallen), many unique bars and cafés (Grunerløkka area) and lots of **outdoor activities** (winter: skiing, sledding, skating, sauna; summer: hiking, swimming, fishing). We **interns** normally try to spend some time **together** on the weekends to explore Oslo. This is easy since Oslo offers a well-developed transportation system.

