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Global Engineering Internship Program

Project: Project Management and Key Account Management

Location: Regensburg (Germany)

Start Date: August / September 2010

Job description:

Our Engine Management Systems department is searching for an intern (m/f) who is supposed to start in August / September 2010 and could stay with us for min. 20 weeks.

The intern will be integrated in the project team and will have insight in Project Management and Key Account activities and be involved in day-to-day work. You will be part of a global team working with a worldwide acting customer on the development of a complex system.

Your tasks will be:

Project Management:

- Develop documents to answer customer requirement requests (e.g.: Conformity matrix)
- Update project planning (e.g.: integrating latest customer milestones)
- Ensure project documents consistency
- Develop indicators to improve project efficiency (e.g.: edit new production scheduling tool)

Key Account Management:

- Manage change request quotations (e.g. enhance quote duration)
- Assist KAM and sub-system managers with quote elaboration (e.g.: prepare quote documents)
- Enhance indicators usability

Job requirements:

- Student (m/f) in the field of Business Administration, Electrical Engineering or similar
- Intermediate experience in working with MS Office (esp. Word, Excel, Power Point)
- Good language skills in English and German
- High operational readiness, flexibility, creativity, team-, organizational and communicational skills

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