



For more than a century, we have been shaping progress in our product sector as technology leader – whether it's starter motors, generators, start/stop systems or mild hybridization. Innovation, development expertise and the highest quality standards make us a reliable partner for automotive manufacturers – at 16 locations worldwide.

Our products are not only efficient and durable, but also provide high functional flexibility and the right answers for global product platforms and more stringent CO₂ requirements.

Professional Internship | Sample Order Management

Join our **Great Place to Work** for shaping the future of mobility. And yours.

You are there when we work together to shape the future of mobility! Become part of our interdisciplinary, international team at the location in Vila do Conde, Portugal: SEG Automotive Portugal, Unipessoal Lda. is the SEG group's Shared Service Center.

How your future looks like with us

- Ensure the correct and timely creation and processing of sample orders (internal and external) in SAP;
- Monitor the fulfillment of sample orders by sample shops and plants and escalate in case of delay;
- Actively track and prioritize sample orders with sales, project teams, development, and sample shops;
- Maintain Material Master Data views in SAP;
- Verification of order data requests, correctness, and status of Bill of Materials;
- Provide regular feedback to customers (internal and external) regarding order status;
- Coordinate with relevant stakeholders the processes and requirements to handle orders in compliance with the company's and customer's regulations;
- Ensure that order related requests are managed efficiently within the organization to avoid any cost impact.

What you bring with you for a future with us

- Degree in Business Administration, Business Management, Supply Chain Management, Logistics or similar;
- No more than 1 year of working experience;
- Know-how of the automotive industry is valued;
- Good knowledge of MS Excel; SAP and/or INFOR ERP knowledge is preferable;
- Fluent in English (written and spoken) is mandatory; German, Spanish or Hungarian is a plus;
- High degree of independent working ability, hands-on mentality and out of the box thinking;
- Excellent Communication Skills (Customer Service Skills); Problem solving skills.

What we will offer you in the future

- The opportunity to work in a **Great Place to Work**, with a lot of innovation, scope for design and responsibility. This is supported by attractive additional benefits, such as flexible working hours and a hybrid working model.

Please send us your CV and tell us why do you want to join SEG Automotive Portugal

Human Resources: sgpt.recrutamento@seg-automotive.com

Visit our website: www.seg-automotive.com

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**Great
Place
To
Work®**

Certified
OUT 2021 - OUT 2022
PORTUGAL



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