



FIAT CHRYSLER AUTOMOBILES is an international group with a daily mission: delivering what it promises, starting with a commitment to the professional development of its employees. Being part of FIAT CHRYSLER means working in a dynamic setting that embraces innovation, with an open and multicultural mentality, and a professional environment that offers all employees significant opportunity to achieve excellence.

FIAT CHRYSLER AUTOMOBILES CEE located in Budapest is looking for
Trainee with fluent Czech or Slovak language skills.

Trainee is actively participating in the daily professional activities of the Product Marketing / Purchasing / HR department by aiding in back office tasks, as support data base implementation, develop and ensure the efficient documentation management.

Main Tasks:

- Administrative tasks (eg. Collect/Scan/upload documents, agreements into the system)
- Involved in creation of reports and statistics
- Assisting to monitor the quality and timeliness of materials
- Strong cooperation with the other departments/management
- Support of back office functions

Requirements

- Bachelor Degree (or ongoing university studies in Hungary)
- Fluent Slovakian and English, preferred Hungarian
- Able to committed to the position for at least 1 year
- Good analytic and problem solving skills
- Good communication , Flexible attitude



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