

Job Title	Data Entry Intern
Job details	6 months internship – full time
Location	Vimercate (MB) – Office based role
Department	SSG – Parts Administration
Direct Manager/Tutor	Regional parts Group Leader

Job Purpose and activities

We're currently looking for a data entry intern, who will support our parts administration team by accurately inputting data into our systems, ensuring data integrity, and assisting with other related administrative tasks. The person will work in a team of 5 people located in our 3 offices in Italy and based on the tasks can be in contact with other colleagues across Europe. He/she will report to the Regional Parts Group Leader.

This internship provides valuable experience in data management and offers the chance to work in a dynamic, multinational and professional setting.

Responsibilities

- Accurately input data into our company ERP system (BAAN)
- Verify and correct data discrepancies
- Investigate on deliveries
- Assist with orders & quotations checking
- Maintain confidentiality and security of data
- Collaborate with team members to ensure data accuracy
- Perform administrative tasks as needed

General requirements & expectations

- Currently enrolled in a university or recently graduated
- Proficiency in English language (written and verbal skills)
- Attention to detail and basic understanding of data management
- Good communication skills, both written and verbal
- Good knowledge of Microsoft Office Suite (excel, outlook)
- Experience in using Microsoft Teams app is a plus
- Basic analytical skills
- Demonstrates curiosity and a strong motivation to learn

