



INTERNSHIPS AVAILABLE

Industrial Clerk Internship

An Internship is available as an industrial clerk with an automotive supply company. The candidate will gain broad experience in various aspects of international trade. Candidates need to have verbal and written communication skills. Some of the tasks that the intern will be doing:



- To develop the necessary documentation for the management of imports, exports, arrivals and dispatches (statistics statements, customs documentation, certificates of origin of goods, licenses, permits).
- To identify the materials and information systems used for inventory control and to record inventory sheets.
- To analyse goods for damage (Quality control).
- To identify terms used in invoices or sales contracts.
- To identify the correct packaging and labelling.
- To manage and verify the processes of storage and international distribution developed by the company.
- To work with warehouse staff controlling timing and goods in and out movements.
- Organising and storing paperwork, documents and computer-based information

❑ **Minimum English Language Level : B2**

❑ **Length of Time : 2 months or more**

❑ **Location: Mallow, Co. Cork, Ireland**

❑ **Work schedule : Monday - Friday**

Email us for more information: whiteinireland@gmail.com

