



EKO SERBIA A.D. BEOGRAD

## 1. GENERAL DATA

Company Name	EKO SERBIA
Address	Tosin bunar 274a
Tel.	011/2061530
e-mail	praksa@hellenic-petroleum.rs
Website	www.ekoserbia.com
Short description of business activities	Network of petrol stations – retail of fuels and services

## Internship Programme Description

2 Trainee positions	<b>Commercial Sales Administrator</b>
	<p>A member of Hellenic Petroleum Group- <b>EKO Serbia A.D</b>, which operates through a retail network of 55 EKO petrol stations in Serbia and plans to further expand, is looking for</p> <p><b>An Intern in Commercial Sales Administration</b></p> <p><b>Programme:</b></p> <ul style="list-style-type: none"><li>• 3 months programme, preferably full time</li><li>• Customers database management</li><li>• Issuing fuel cards</li><li>• Creating invoices</li><li>• Communication with administrators at EKO petrol stations</li><li>• Intern is trained by a mentor to independently perform all the tasks and activities covered within the Programme</li><li>• Possibility to hire successful interns when a relevant vacancy occurs</li></ul> <p><b>Qualifications and Skills:</b></p> <ul style="list-style-type: none"><li>• Final year at Graduate or Master Studies of the Economics Faculty (preferably Accounting/Auditing/Finance or Trade Module)</li><li>• Advanced English language</li><li>• Computer skills</li><li>• Team spirit</li></ul>
<b>How to apply:</b>	Send your CV in English to: <a href="mailto:praksa@hellenic-petroleum.rs">praksa@hellenic-petroleum.rs</a> by 28/06/2019

**EKO SERBIA A.D. BEOGRAD**  
TOSIN BUNAR 274A  
11 070 BEOGRAD  
SRBIJA

PHONE: 00 381 11 20 61 500 FAX: 00 381 11 20 61 555