

Hiring two business administration interns at MAN Truck & Bus Norge AS in Oslo (Norway)

Duration: around 6 months (expected start February/ March 2023)

Headquartered in Oslo, MAN Truck & Bus Norge AS is an import/ distribution company with 10 branches nationwide and around 250 employees.

Examples for the tasks and responsibilities the positions may include:

- Maintain and control contracts in SAP and other internal company systems
- Assisting in monthly, quarterly and yearly closures
- Ad hoc analyses of P/L, vendor and customer accounts
- Active part of the Internal Control System (ICS) testing routines
- Creating of relevant documents to support the sales departments
- Calculate and/or verify customer offers
- Support the controlling of incoming claims to the contracts
- Participate in building guidelines and developing effective working processes for the department
- Make ad-hoc reports and analysis when needed
- Develop and maintain working instructions for later interns to the department
- Facilitate and participate in future recruiting processes of interns
- Train the successor intern in a handover period at the end of the internship

Skills and Qualifications:

- Studies in business administration, engineering with business orientation or similar courses
- Strong analytical skills, systematic approach and interest to work with numbers
- Great knowledge of spoken and written English, other languages are a plus
- Practical experience with MS Office (preferably Excel), interest in company based software
- Positive and pro-active work ethics
- Highly motivated for taking on new challenges at MAN in Norway

What we offer:

- The monthly salary is NOK 20,000 gross
- Friendly working environment
- Additional fringe benefits like co-payment for fitness activities

Please send us your application documents in **one PDF-file** until 25.11.2022:

- Curriculum Vitae
- Cover Letter
- Up-to-date Certificate of Enrollment
- Transcript of Records from your university
- Certificates from previous internships or work (optional)

Mail: mathis.kopp@man.no

Why MAN? Why Norway? Why come here?



MAN NORGE

The MAN head quarter is located in Fjellhamar, around 45min outside the city center of Oslo, **easily reachable** by public transport. It is recommended to live in Oslo city rather than in the outskirts since Oslo offers a wider range of amenities.

You will work in a **comfortable office environment** with open-minded and friendly colleagues, split into around nine departments. Two departments are continuously equipped with **interns** on a full-time basis, so you will enjoy their company throughout your stay.

All tasks require a **high degree of independence** and **responsibility**; you often have to **take initiative** yourself. You can look forward to becoming part of the “Norwegian way of working” with a **good work-life-balance**.



*In the Bible, it rained for 40 days and 40 nights.
They called it a disaster.*

- *In Norway, we call it summer ☺*



#theverynorth

Living in Norway is easy. You don't need to speak Norwegian since **English** is spoken by the majority of the population. Simple Norwegian phrases are always appreciated though ☺

People pay **cashless**; an credit or debit card is practically the only mean of payment. Beware of currency exchange rates and charges!

Living conditions can be compared to Germany, even though food and drinks come at a higher price. Good thing about that: you never give tip!

You live in Europe without actually living there – **No roaming costs, no adapter needed and no passport needed.**

Norwegians are nature-oriented people. They enjoy outdoor activities and spending time in their cabins. It

Free Time Activities / Social Life

Since Oslo is Norway's capital and most **vibrant** city, it offers a broad **food scene** (Oslo Street Food, Mathallen), many unique bars and cafés (Grunerløkka area) and lots of **outdoor activities** (winter: skiing, sledding, skating, sauna; summer: hiking, swimming, fishing). We **interns** normally try to spend some time **together** on the weekends to explore Oslo. This is easy since Oslo offers a well-developed transportation system.



Note: This document has been created by MAN interns for future MAN interns!