**JOB DESCRIPTION**

**Position Summer Job Student** Based in Waterloo HQ (Belgium)

**Company** The Cotton Group SA

**Department** Sales/Operations/Market Intelligence/Product Management/Finance

**Reports to** Depending on Assigned to Dept.

**Purpose of the job**

The Cotton Group SA HQ - offers student summer jobs throughout July and August 2021.

What can you expect from the Job?

* Provide general support to internal Operational, Sales/Marketing or Finance teams.
* Site refreshing (including copywriting/translation work)
* Data entry & documents scanning/archiving
* Answering the phones to clients
* Helping the Chief Accountant clean historical records
* Collecting commercial/Financial documents within a tight deadline

**Demonstrated skills / qualifications**

* Must have been a fulltime student in 2020/2021 and looking for a summer job student.
* University or college student (Finance, Economics, IT/Engineering, Marketing or similar).
* Excellent demonstrated oral and written communication skills (Good English level). another Main European language is a + (German, Italian, Spanish).
* Strong analytical skills
* Strong computer skills (Microsoft Office at least EXCEL and Power Point)
* Have access to a vehicle (ideally)
* Ability to work independently & also able to work as a team player
* Must be a dynamic, motivated, and imaginative individual with the ability to achieve desired

results within deadline.

**Main Interfaces**

* Customer Service Department.
* Finance Department
* Customer Service
* Planning and Operations Management
* Market Intelligence Team
* IT Management

**B&C Values - Required Common competencies:**

**1. LOYALTY TOWARDS THE COMPANY**: identify yourself to the company (values, interests, vision, procedures, etc.) and act so in and outside the company.

**2. COLLABORATION**: contribute to a common objective or to conflicts resolution, even if there is no personal interest.

**3. CREATIVITY**: express new and original working methods, ideas, and solutions.

**4. INITIATIVE:** take initiative, act in a pro-active way

**HOW**

Send your resume, cover letter and photo via email to r.vanpoeyer@bc-collection.eu