Job Description: Operations Intern

Location: Dusseldorf, Germany

Responsibilities:

Delivery Operations Module
- Support on delivery of multiple channels in German market;
- Responsible for organizing and monitoring the end to end delivery fulfillment, coordinating all involving parties and making sure timely delivery of goods;
- Keep routinely and closely communication between country & customers to make sure all the delivery information is passed on smoothly & efficiently;
- Cooperating all the programs related to delivery management from customer level to make sure each program can be fulfilled in time;
- Monitor and analyze the operation figures (forecast, sales, stock…) to keep reasonable stock level.

Retail Operations Module
- Support on overall budget management for Germany Retail team;
- Coordinate with sales team, finance team, GTM team for retail activity budget allocation for each Key Account;
- Responsible for internal application of all retail activity budget, keep communication with WEU regional office and HQ for all issues;
- Budget control and management for procurement & retail agencies.

Requirements:
- Enrolled at a German university, major in Business Administration or a similar field of study;
- Able to start in our Dusseldorf office as soon as possible for 40h/week, preferably for a period of 6 months;
- Proficient in English and Chinese;
- Good knowledge of MS office, especially Excel;
- Can work independently and collaboratively across diverse teams, departments and levels;
- Structured way of working, with the ability to multitask in a fast-paced environment;
- High level of accountability, including the ability to work well under pressure and meet deadlines;
- Must have the right to work as an intern in Germany by the start date.

Interested? Please send your CV to weu-hr@xiaomi.com with subject “XDE Operations Intern”