

# Job Profile

<b>Job/Title:</b>	BA & Marketing Coordinator
<b>Job level/profile:</b>	Working Student / Internship / Mini-job
<b>Legal Entity/Department:</b>	PB Lademittel GmbH (PalletBiz Germany)
<b>Direct reference:</b>	Regional Management
<b>In-direct references:</b>	Regional & Corporate Teams
<b>Back-office (s):</b>	Schwelm/Wuppertal, Germany
<b>Expected start:</b>	Immediately

PalletBiz is an international manufacturer and distributor Franchise Network, developing and maintaining a unique Business System for Packaging and Handling Materials made from wood, metal and plastic – primarily focusing on both standard returnable transit packaging (e.g., pallets, crates, collars, bins, frames, etc.), as well as custom designed and manufactured products for our customers. The Business System has been franchised to several countries in Europe, Middle East and Africa. Visit our website at [www.palletbiz.com](http://www.palletbiz.com) to learn more about the company.

The PalletBiz Network has experienced very high growth rates, and a new structure fronted by Regional Master Franchisees has been developed. Master Franchisees are regional development companies, responsible for coordinating and managing the activities in the Region. A Master Franchise deals with a wide range of both operational and strategic matters – from sales & marketing through operations & supply chain to administration & HR – and we have a constant need of young professionals that can support the regional offices in these activities.

## BA & Marketing Coordinator (Location: Schwelm / Wuppertal | German-speaking)

You will be joining a department which oversees the business development and bounds together the overall operations related to three PalletBiz Regions: North West Europe (NWE), Central Europe North (CEN), Central Europe South (CES).

***You will work directly with teams within our NWE, CEN & CES Regions, primarily covering tasks related to our operations in Germany, Austria & Switzerland. You will be rotated in key departments: Sales & Marketing, Operations, Supply Chain, Business Administration & Finance, IT & Digitalization, and HR/HRD, spending a few months in each to learn all basics. You will gain valuable experience in back-office and commercial support, digital platforms, communication, and many others – a little bit of everything!***

If your internship runs satisfactorily, you will have the opportunity to join the Management Trainee Program, during which you will be part of further training and mentoring that will then focus on a more specific area of our business. At the end of the Program you might have the option to move to another PalletBiz location and gain new experiences there – and/or could be offered management responsibilities.

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## Duties and responsibilities

You will be trained as a „**PalletBiz Octopus**“ by being introduced to all core areas of the Region’s business, the related systems and platforms we use, and overall, the **PalletBiz Way**®. You will get to participate in the work of various departments, and perform several different tasks in a **rotating manner**:

Departments	Highlighted tasks
<b>Sales &amp; Operations</b>	<p>Collecting and registering new leads, accounts, opportunities and <b>market information and intelligence</b> in company databases.</p> <p>Assisting in <b>sales &amp; supply chain</b> development in <b>target markets</b>, as well as participating in commercial <b>relations &amp; processes</b> with customers and suppliers.</p>
<b>Marketing</b>	<p>Participating in <b>digital content management</b> and online presence maintenance by use of Google Ads, SEO, and other relevant tools.</p> <p>Monitoring and implementing <b>running content</b> on regional website(s), social media and other relevant media channels and portals – in <b>local language(s)</b>.</p>
<b>BA &amp; Finance</b>	<p>Supporting in <b>basic administration and financial</b> tasks (e.g., billing, expense reporting).</p> <p>Participating in <b>business reporting processes</b> – incl. report/dashboard preparations, data collection from systems, etc.</p>
<b>IT &amp; Digitalization</b>	<p>Participating in the high utilization of the <b>company IT systems and tools</b>, including P-CRM, P-SCM/ERP, P-Design, and apps comprised in the Microsoft 365 platform.</p>
<b>HR &amp; Management Assistance</b>	<p>Participating in regional <b>recruitment</b> and on-boarding projects.</p> <p>Assisting organization and management with other practical everyday tasks.</p>

### Place and time of work:

Your workplace is in Schwelm / Wuppertal where you should report daily – or if agreed with your Supervisor, you can apply a rotating schedule of home office / PalletBiz office.

### Job success criteria and performance goals:

The job is an internship position within the NWE Region’s organization.

Standard job success criteria:

- Attaining the job mission and vision as per above as well as performance goals.
- Respecting, living by – and promoting the company values in every aspect of the work – and in all relations with fellow PalletBiz employees, clients as well as suppliers.

Performance goals are reviewed during the internship, and will mainly be focused on language, social and newly developed skills, as well as demonstrated leadership abilities.

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## Competencies & capabilities

You must possess both strong quantitative abilities and excellent written and oral communication skills. You must be able to think and act both practically/operationally, as well as strategically and analytically. You must be driven by results and be able to participate in our company's innovation and future development.

### Core skills – must have:

- Native **German**
- Proficiency in **English** (min. B2 level)
- On-going **bachelor's or master's studies** in e.g., Business Administration/Management, International Studies, Logistics/Supply Chain
- Knowledge or experience in **business administration, commercial or organizational development** processes, preferably in B2B operations
- Experience in dealing with **digital communication**
- Extended proficiency in **MS Office** (esp. Excel and PowerPoint).

### Advanced skills – nice to have:

- Understanding **relevant (non-)European languages**
- Experience with/in multi-national companies with **foreign trade or subsidiaries** – preferably from supply chain / logistics / transport / **industrial sectors**
- Proficiency in any **business management software** or IT platforms

### Personal characteristics:

- You must be able to work independently as well as in teams – respecting a multi-country organizational structure and to be able to think “out of the box”.
- You are able to balance and manage multiple roles and responsibilities while understanding how the different processes are connected.
- You must be able to work equally well with many different cultures and organizational levels.
- You have good structural abilities and systematic thinking, and you are very organized and detail-oriented.
- You are self-driven, curious, and commercially oriented.
- You are outgoing, energetic, and enjoy talking to people and building relationships.
- You identify with our core corporate values: openness, loyalty, proactiveness, win-win attitude.

## Career development

If your performance is positive, and both sides agree to continue the employment relationship, there will be good opportunities after the internship for the right person. The possibilities will depend on your education (BA / MA degree), your time and experience at PalletBiz, as well as skills demonstrated and potential for further growth.