

Job Profile

Job/Title:	BA & Marketing Coordinator
Job level/profile:	(Practical) Internship – part or full time
Legal Entity/Department:	PalletBiz Franchising Zrt.
Direct reference:	Corporate Management
In-direct references:	Regional & Corporate Teams
Back-office (s):	Corporate HQ, Budapest
Expected start:	Immediately
Expected gross salary range:	2,000 HUF/hour

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 to learn more about the company.

The PalletBiz Network has experienced very high growth rates, whereas PalletBiz Franchising has recently acquired some subsidiaries in the same industry. As we anticipate even further expansions in the coming years, we have further plans for operational development in our group.

The Corporate HQ is overall responsible for the coordination, governance, and development of the Franchise Network, and we have a constant need for young professionals that we can equip with knowledge and integrate into PalletBiz to facilitate all-round support for the Network throughout EMEA and beyond.

BA & Marketing Coordinator (Internship) (Location: Budapest)

You will be joining a department which oversees the business development and bounds together the overall operations related to our Franchise Network.

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

Place and time of work:

Your workplace is in Budapest 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 Corporate HQ 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 **Hungarian**
- Proficiency in **English** (min. B2)
- 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:

- Proficiency in **German and/or other 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.