



AIRBUS GROUP IS HIRING A ADMINISTRATION MANAGEMENT CUST. SERVICES FOR  
INTERNSHIP 6 MONTHS.

Date : 04/04/2016

**Job reference :** 10287681 LP EN EXT 1-12415795

**Function :** Information systems / Telecom (Management)

**Type of contract :** Internship

**Localisation :** Blagnac 31707, FR

**Contract duration :** 6 months

**Level of studies :** Master's Degree

**Years of experience :**

**Company description :**

EADS

**Job description :**

Your main tasks will include:

- Managing the administration of the Cabin Remarketing and Painting team,
- Identifying the needs of the team including partners,
- Creating the databases necessary for project management,
- Creating a tutorial on how to use the tools; managing the users,
- Updating the existing procedures,
- Updating the database on a daily basis,
- Managing the availability of the aforementioned bases with the dedicated teams.

**Required profile :**

You are in the 2nd or 3rd year of engineering school or university, specialising in Software Engineering.

You ideally have initial experience in this field and you have skills/experience in:

- MS Office suite, Outlook,
- Access and the SAP environment.

You are a good team player and have excellent interpersonal skills.

You are recognised for your autonomy, creativity and ability to summarise.

English: intermediate level,

French: fluent.

Please apply online and attach your CV.

**To apply :** <http://apply.multiposting.fr/jobs/1536/12415795>