



EKO SERBIA A.D. BEOGRAD

## 1. GENERAL DATA

Company Name	EKO SERBIA
Address	Tosin bunar 274a
Tel.	011/2061530
e-mail	praksa@hellenic-petroleum.rs
Website	www.ekoserbia.com
Short description of business activities	Network of petrol stations – retail of fuels and services

## 2. Internship Programme Description

Internship	<b>Intern in Finance and Accounting Sector</b> A member of Hellenic Petroleum Group- <b>EKO Serbia A.D</b> , which operates through a retail network of 55 EKO petrol stations in Serbia and plans to further expand, is looking for <b>An Intern in Finance and Accounting Sector</b>  <b>Programme:</b> <ul style="list-style-type: none"><li>• 3 months programme, preferably full time</li><li>• Entering and booking invoices in SAP<ul style="list-style-type: none"><li>• Communication with suppliers and administrators at EKO petrol stations</li><li>• reconciling suppliers' accounts</li></ul></li><li>• Intern is trained by a mentor to independently perform all the tasks and activities covered within the Programme</li><li>• Possibility to employ successful interns when a relevant vacancy occurs</li></ul> <b>Qualifications and Skills:</b> <ul style="list-style-type: none"><li>• Final year at Graduate or Master Studies of economics, finance, business or related studies</li><li>• Advanced English language</li><li>• Computer skills</li><li>• Team spirit</li></ul>
<b>How to apply:</b>	Send your CV in English to: <a href="mailto:praksa@hellenic-petroleum.rs">praksa@hellenic-petroleum.rs</a> by 16/11/2018

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