

**PARTNERSHIP OFFICE INTERNSHIP - AXA TECH – MADRID**



AXA Technology Services, important IT company subsidiary of a multinational insurance Company AXA, is looking for a trainee with Business educational background in Madrid.

Reference to be put in the subject of the mail: **PARTNERSHIP OFFICE INTERNSHIP - AXA TECH – MADRID**

**Position:** Partnership Office Analyst

**Monthly income:** 730€

**Working period:** For 6 months, from Monday to Friday included (Renewable)

**Initial working day:** 23/01/2012

**Working hours:** 9:00am-2:00pm and 3:00pm-6:00pm

**Reporting to:** Partnership Office Manager Spain

**Working location:** Camino Fuente de la Mora, 1 – 28050 Madrid, Spain

**Main functions:** The candidate will be giving support in the following areas:

1. Consolidation & control of client financials, demands Portfolio.
2. Volume and cost tracking, invoicing.
3. Support pricing of commercial offers.
4. Support governance consolidation, reporting.

**Education**

Business school or Sciences degree

**Other skills**

- Fluent in Spanish language.
- Advanced knowledge of English language.
- Knowledge of French language will be assessed.
- Advanced knowledge of Microsoft Office Suite.

**Contact**

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