Delphi is one of the largest automotive suppliers delivering advanced electrical and electronic, powertrain and safety technologies to vehicle manufacturers around the world enabling them to make vehicles that are safer, greener and better connected, greener and more connected solutions for the automotive sector.

To support our team located in Krakow, Poland we are currently looking for:

Purchasing Assistant/ Translator (Italian/Portuguese/German Speaker)

Main Duties and Responsibilities:

- Translating documents for Purchasing Department
- Sending Request for Quotation
- Helping with processing purchasing requests
- Supporting buyers with daily tasks

Essential requirements:

- Preferable student status
- Availability min 20 hours per week
- Very good knowledge of French/German/Portuguese/Romanian or other European language
- Good knowledge of English
- Basic skills of MS Office usage

We offer:

- Paid internship
- Flexible working hours
- Work in a young and dynamic team
- Opportunity to learn and develop in an international environment

To learn more about Delphi visit: delphikrakow.pl