



Marketing & Storage Job Profile



WINGAS is one of the largest suppliers of natural gas in Germany. The energy company is active in natural gas trading in Belgium, Denmark, France, the UK, Austria, the Netherlands and the Czech Republic. Its customers include municipal utilities, regional gas suppliers, industrial firms and power plants. Please visit our website at www.wingas.com.

We are looking for a **Customer Care & Billing Assistant** (m/f/d) to join our Contract Management team as a **working student**. This opportunity offers working in a high-energy team-oriented working environment. This is a student vacancy, a committed 20 hrs a week will need to be completed a week. The place of work is the WINGAS office in Kassel.

Duties & Responsibilities

- Workflow initiation and archiving
- Monitoring of incoming contracts/documents and data flows from different channels
- Interaction with sales managers
- Electronic archiving and filing of contracts/documents
- Maintenance of master data for workflow initiation
- Plausibility check, enrichment as well as correction of master data
- Support on development of improved processes for ongoing archiving and data maintenance
- Update of process documentation (guideline)

Skills & Competencies

- Preferably studies in economics, industrial engineering, business informatics or similar
- Passion for data quality
- Expertise with information technologies
- Expertise with Microsoft Office products (Outlook, Excel, Word, PowerPoint)
- Confidence and great communication skills
- Working within your team but also with others throughout the organisation
- Careful and conscientious work
- Quick comprehension and independent working
- Fluent English and German speaker
- Expertise with information technologies **Contact:** Dan Chyla

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