massiveGRID

Operations Officer - Intern

We are <u>MassiveGrid</u>, a global high-end Service Provider, with more than 15 years of hands-on experience in the fields of high-availability service hosting, turn-key service solution and development. Our services are designed for demanding clients that run Business-Critical Services or need high performance and large network capacity.

We are a team of passionate engineers that our extensive technical expertise and broad experience in problem solving allows us to provide high-quality customized telecoms & IT solutions to any technological challenge.

We are looking for a self-motivated student with strong organizational skills to join and support our team.

Your responsibilities will include:
- Assist in researching, planning and implementing marketing activities through various media channels.
- Help with the company's daily operations procedures.
- Data entry.
- Help with planning project management.
- Participate in organizing around special projects including progress tracking and reporting.
- Work with a team to coordinate realistic project estimates, plans, and metrics; meet projected deadlines; organize & maintain all program related documentation.

Knowledge & Skills:
- Strategic mindset with strong analytical skills.
- Communication skills, both written and verbal.
- Ability to thrive in a fast-paced environment.
- Organisation and time management skills are essential.
- Familiarity with business software (Microsoft Office etc).
- The ability to work to deadlines and targets.
- Fluent English (written and spoken).
- Possessing a positive attitude and being a team player.

We Offer:
- Fully remote options.
- Access to books, online courses and relevant educational resources.
- Being part of a workplace that offers continuous learning and development and incredible opportunities to upgrade your career.

Visit our site www.massivegrid.com to learn more about our company.

If you are ready to practice in a dynamic environment with prospects for development please send a direct mail to **internships@massivegrid.com** with your CV! We're looking forward to meeting you!