

Lufthansa Cargo AG Training & Quality Internship

Lufthansa Cargo AG, the market leader in the international airfreight industry, is looking for an energetic and well-rounded intern with knowledge and interest in project management, corporate training and Quality issues for their North and South American Handling headquarter office in Atlanta.

The selected candidate will support the Training and Quality Managers in day to day activities and special projects applying theory knowledge into practical solutions. In our rapidly changing line of business, flexibility is a must. Job duties may change between now and the start of the internship. However, the following tasks should tickle your interest before applying.

Tasks:

KPI monitoring:

- Further development of monitoring reports for key performance indicators using MS Access, MS Excel and Visual Basic for Applications
- Post performance results on intranet, distribute the KPI results throughout the area and request / compile feedback
- Develop new tools to facilitate the communication between the headquarter office and the area regarding quality performance
- Support the development, preparation and communication of quality campaigns in the area, such as the Damage Prevention campaign and Quality competition

Training:

- Develop new A-Checks (re-fresher training for all office staff) by incorporating quality and process issues for the Production Business Unit and the Sales Business Unit
- Post trainings on intranet and communicate to stations
- Grade tests, analyze and communicate results and consolidate results in final report
- Develop and design new trainings as needed
- Administrate and optimize databases, including web-based databases as needed

Requirements:

- Very advanced computer skills are a **must**, especially Excel, Access, Power Point
- Experience with data analysis, charts and VBA (macros) required
- Experience with data bases necessary, especially MS Access, as well as with MySQL
- Experience with FLASH, PHP and content management systems
- Excellent analytical skills, experience with statistical analysis
- Person must be very well organized and able to work under time pressure
- Former experience in logistics, airline industry a plus

Please send us your application only if you are available to start the internship at **the end of April 2007** for 6 months. The remuneration is currently 550 EUR. Please send us via email only a cover letter and CV in English and not larger than 1MB.

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