ASYS Group Americas Inc. is a subsidiary to the ASYS Group, one of the leading suppliers for automated assembly lines for the electronic and photovoltaic industry worldwide. The product range includes Board Handling, Marking & Depaneling Systems as well as Screen Printers and Final Assembly. More info at www.asys-group.com

The American Headquarters in Suwanee, GA is offering an Internship position.

**Working in the USA - Administrative Internship**

**Responsibilities:**
- Office administration tasks, reception, receiving and forwarding phone calls
- Inventory optimization and control
- Aged Receivables Collections
- Project tasks related to Sales and Service Support

**Requirements:**
- Business degree / background
- Applicant must be reliable, able to multitask and work independently
- Must be able to take responsibilities in a small business environment
- Must be proficient in MS Word, Excel, Power Point, Outlook
- Good oral and written English skills

**ASYS offers an excellent internship package:**
- Internship duration 12 months
- VISA application cost will be covered by ASYS
- Salary 1,500 USD per month
- 15 days paid vacation
- Pre-paid Cell phone with unlimited national calls

Flight, car and accommodation has to be covered by the intern.

If you are a motivated individual that is seeking to stand out from the crowd and interested to improve your international business and language skills, you should send in your resume and apply now!

Please send your resume to astrid.wilkens@asys-group.com.