

Job description

Trainee

Purpose of the role:

The purpose of the trainee is to build up experience throughout the entire organization and to evaluate various roles/tasks within the organization to determine which would suit the trainee best. The trainee will fulfill supporting tasks to different teams and projects.

The trainee will report to an assigned team manager

Tasks:

1. Content

- Supporting colleagues in the realization of tasks

2. Personal commitment and attitude

- Can work independently.
- Communication skills.

3. Collaboration

- Supports both the management team and other staff when needed.

4. Contact with customers

- N/A

5. Communication

- Communicates clearly with colleagues.

Responsibilities:

- Perform the tasks in a professional and accurate manner.
- A trainee will always perform its tasks under supervision of an experienced colleague.
- A trainee is not allowed to release or sign off tasks, this will always be done by an experienced colleague

Authorities:

- N/A

Job requirements (training & experience):

- Capable of using Microsoft Office products.
- Good command of English, both spoken and written

Job requirements (personal):

- Is motivated and eager to learn and improve themselves, the team and the organization.
- Supports the organization with a pro-active and solution driven mindset.
- Is pro-active in finding supporting tasks
- Is able to reflect on its own performance and development

Job requirements (competences):

- Good communication skills
- Cooperative
- Pro-active

Indicators

N/A

Revision	Date of release	DCO#	Description
01	See MasterControl	0395	Created and released in MasterControl.
01	See Cognidox	0597	Release in Cognidox under new document number, therefore with new revision 01.

