Demurrage Coordinator Intern - Budapest

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Are you a university student interested in finance and the trading and shipping industry? Join our Budapest team to gain practical experience, develop your skills, and grow professionally in a modern office environment.

Tasks

- Manage incoming claims and respond to internal teams and external partners in a timely manner.
- Create new claims and assign them to the correct Demurrage Negotiators, avoiding duplicate entries
- Check financial details and ensure claims are assigned to the correct cost centres
- Acknowledge received claims and ensure they are handled correctly
- Support the review and payment of freight claims for barges and vessels
- Track deadlines and prioritise urgent claims to ensure they are handled on time
- Update claim details, contract information and reference data in internal systems
- Prepare weekly and monthly reports to support the team
- Help improve processes and reduce the workload of Demurrage Negotiators
- Arrange courier deliveries for physical documents and keep proof of delivery
- Support ad-hoc tasks, such as collecting port tariff information and managing stored documents

Expectations

- Currently pursuing a university degree in Economics, Finance or a related field
- Interest in learning about the trading and shipping industry
- Fluent in English, with good verbal and written communication skills
- Good analytical and technical skills, including knowledge of MS Office
- Strong attention to detail and the ability to prioritise, organise and manage multiple tasks
- Good problem-solving, communication and interpersonal skills
- Availability to work 40 hours per week

Co offer

- Gross salary of **HUF 2,145 per hour**
- Modern office environment in Budapest
- Opportunity for professional development and gaining valuable work experience
- Insight into the trading and shipping industry
- Supportive team and a friendly working environment
- Opportunity to develop analytical, communication and organisational skills

Data protection

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