



**LYCEE XAVIER MARMIER**  
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**25300 PONTARLIER**  
**FRANCE**

## **WORK PLACEMENT ASSIGNMENT**

**The trainee will have to manage import and export operations.**

### **Activities that can be entrusted to the trainee:**

1. Inviting selected suppliers to tender
2. Preparing and organizing the negotiations with a foreign supplier
3. Assessing offers and suppliers
4. Coordinating the administration of sales and purchases
5. Following through the documentary chain (import and export)
6. Defining and implementing alternative solutions to overcome specific problems
7. Controlling the quality
8. Managing the Customer Service Relationship (CRM)

### **Professional attitudes to be developed by the trainee**

1. Adopting a loyal attitude towards the company and protecting its interest
2. Ensuring that the course of the operations happens without incident, by implementing the appropriate procedures
3. Avoiding problems and conflicts
4. Optimizing time and resources
5. Establishing stable relationships with suitable partners.

**The company may select one or several among the following listed above.**