## TRAINEE ACADEMY



School - 10 weeks

You and your values Who are you? Internal course

Insight in: Economy, Quality, Environment, Claims, Sale, Customs Internal course

Talent days
Introduction to becoming
a FREJA winning team
Internal course

Aspect 4
Internal course

**Talents** 

Terminal, driver Introduction

Insight in planning

Contact to drivers, hauliers, customers, agents

**Issuing of documents** 

Invoicing of customers & hauliers

Receipt, creation of shipments & transports

Use of telephone, filing, any odd trainee jobs

International traffic 1/ Logistic/National distribution Handling of deviations/claims

Calculations in relation to truck/logistics production

**Closing cases** 

Good & service minded customer contact

Posting of vouchers from suppliers

**Planning** 

International traffic 2/ Logistic/National distribution Official certificate for your education

Your & FREJAs future



