

Business Administration Intern

- JOB DESCRIPTION -

ERASMUS INTERNSHIP OPPORTUNITY:

We are looking for Interns to join us from SEPTEMBER onwards!

Objective: The main objective of the training is to form the knowledge and professionalism of the trainee through accomplishing the assigned tasks. The trainee shall perform his work based on theoretical knowledge obtained during his studies, Obelis theoretical and practical training (provided by Obelis department coordinators and Obelis Management).

The trainee will among others acquire organizational, communication presentation and multicultural skills, enhanced the familiarity in the use of MS Office tools (such as Power Point, Excel, Word) and software databases such as Microsoft Sharedocs – the trainee shall obtain a professional attitude as well as an extensive knowledge in the field of Business Administration.

Main Duties

- Office administrative tasks, including:
 1. Managing the post – in/out
 2. Front desk support – Calls, Emails & Visitors
 3. Recording office maintenance expenses
 4. Ordering and recording office supplies
 5. Organizing office agenda and travel arrangements
 6. Recording Holidays/Hours requests
 7. Record product samples

- Supporting Admin team on the Bad payers project (payment recuperations)
- Supporting Admin on managing contractual arrangements with suppliers/customers
- Supporting Admin team on preparation of Visa statements
- Administration of client accounts, documents and binders
- Arranging department files electronically as well as uploading documents to shared software database and Client Management System.
- Support all Obelis Departments, when needed;

Candidate Requirements:

Education

- Current BA/MA student
- BA/MA degree preferably in Business Administration

Experience

- No experience is needed
- Any previous internships are considered as asset

Language(s)

- Fluency in English (written & oral) ;

- Any other languages are always a plus;
- Computer Skills
- Confident user of Microsoft word, PowerPoint, Outlook
 - High level of proficiency at Microsoft Excel;

Desired skills & Competencies:

- Team working spirited in a multicultural environment ;
- Good Communication and presentation skills;
- Strong administration and organization skills;
- Strong analytical skills and multi-tasking skills;
- Quick-learner, enthusiastic and efficient;
- Self-motivated for small and big tasks;
- Pro-active attitude;
- Detail oriented;

Terms & conditions:

- Location: Brussels, Belgium;
- Period: 3-12-months, full-time;
- Paid Erasmus internship; total sum of €763.34 a month (including your Erasmus grant award) plus €30 travel reimbursement a month.

Obelis s.a. supports The European Quality Charter of Internships and Apprenticeships is the initiative of the European Youth Forum