

Internship offer

Company Information	
Name of the hosting organization (*)	OBELIS SA
Company Description	Consulting services
Company email address	career@obelis.net
Company full address – Country (*)	Boulevard Brand Whitlock 30, 1200 Woluwe Saint Lambert (Belgium)
Company website (*)	www.obelis.net
Contact Person - Name and mail	Patricia Morales Butrón – HR Manager career@obelis.net
Number of employees (*)	80
Your organization is a Start Up? (*)	No
Title of the offer (*)	OIP Administration intern
Link to the source (*)	https://obelis.zohorecruit.com/recruit/PortalDetail.na?iframe=true&digest=7rpXQ.9pzz.@sj20z5i267S5RHbRFYGp7nla7Cx.i9Y-&jobid=36546900003664040&widgetid=365469000000284030&embedsource=CareerSite
Role (*)	Intern
Industry (*)	Consulting services
Functional Area (*)	Administration
Location (*)	Brussels (Belgium)
Main duties (*)	<ol style="list-style-type: none"> 1. Provide professional, high level and smooth (internal & external) client service; 2. Support various tasks associated with the Administration Department at the highest level: <ul style="list-style-type: none"> · Screen incoming phone calls and respond to general external queries by phone and email; · Coordinate external visits and welcome visitors and guests; · Sort and distribute incoming mail and deliveries, prepare outgoing mail; <ul style="list-style-type: none"> · Keep stock and place office supply orders ;

	<ul style="list-style-type: none"> · Administer and keep client accounts and documentation updated · Respond to client queries and ensure timely payments; · Coordinate work of translators and administer payments to international partners; <ol style="list-style-type: none"> 3. Follow-up on tasks assigned to you; 4. Contribute to the implementation of ISO; 5. Provide ad-hoc assistance to the Unit; 6. Participate in Obelis events worldwide.
<p>What the intern will learn (*)</p>	<p>Contribute to the proper functioning of the department and support the performance of the department and the team, KPIs and daily activity.</p> <p>Develop a professional attitude and acquire in-depth knowledge in the field of Administration.</p> <p>Among other things, the trainee will acquire organizational, communication and multicultural presentation skills, improve familiarity with the use of MS Office tools (Outlook, Power Point, Excel, Word) and software databases such as Sharedocs</p> <p>Acquisition of in-depth knowledge of the company's procedures and services through theoretical and practical training throughout the training</p> <p>First contact with customers either by email or by phone,</p> <p>Mastery of procedures by applying them on a daily basis,</p> <p>Put into practice and resolution of certain situations facing customers,</p> <ul style="list-style-type: none"> - Acquisition of in-depth knowledge of customer databases and also of certain repetitive dynamics - Gradual mastery of the activities described, Support for several occasional tasks as support to the department.
<p>Further information</p>	
<p>Duration (*)</p>	<p>6 months, possible extension of another 6 months</p>
<p>Working hours (*)</p>	<p>38h per month</p>

Start Date (*)	15-06-2021 This date is flexible
Apply by (*)	10-06-2021
Date of publication (*) Deadline of publication (*)	20-05-2021
Training bursary (*)	827 € + transportation and meal vouchers
Candidate Category (*)	Intern
Level of Education (*): (BA/MA/PhD/Other)	Bachelor's Degree
Field of Education (*)	Business Administration, Economics, Finance, European Studies or similar.
Willing to host person with disabilities (*)	Yes
Language Skills (*)	EN – B2, any other language is a plus
Digital Skills	Experience with MS Excel is a plus.
Other skills requested	
Information for Application (*)	career@obelis.net

(*) Mandatory Fields

(*) **Mandatory fields In Arqus colour:** Fields that go visible on the website. The URLs in brown don't go visible.