

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 Accounting intern
Link to the source (*)	https://obelis.zohorecruit.com/recruit/PortalDetail.na?iframe=true&digest=7rpXQ.9pzz.@sj20z5i267S5RHbRFYGp7nla7Cx.i9Y-&jobid=36546900004053001&widgetid=365469000000284030&embedsource=CareerSite
Role (*)	Intern
Industry (*)	Consulting services
Functional Area (*)	Accounting
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 administrative tasks associated with the Accounting Department at the highest level: <ul style="list-style-type: none"> · Handling, processing and booking of vendor invoices; · Payment process of vendors invoices and expense claims; · Reconciliation of Balance Sheet Accounts; · Client Invoicing and follow-up; · Weekly monitoring of unpaid invoices, contracts, PO's and client's overdue payments;

	<p>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.</p>
What the intern will learn (*)	<p>To contribute to the smooth operation of the Accounting department, develop professional attitude and obtain an extensive knowledge in the field of Accounting.</p> <p>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 Accounting.</p>
Further information	
Duration (*)	6 months, possible extension of another 6 months
Working hours (*)	38h per month
Start Date (*)	15-06-2021 This date is flexible
Apply by (*)	10-06-2021
Date of publication (*) Deadline of publication (*)	13-04-2021
Training bursary (*)	827 € + transportation and meal vouchers
Candidate Category (*)	Intern
Level of Education (*): (BA/MA/PhD/Other)	Bachelor's Degree
Field of Education (*)	Accountancy, Business Administration, Economics
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.