

TRAINEESHIP OFFER

Position title: Administration and European Project Assistant

- Reference: N107924/20/NA
- Region: Brussels-Capital
- Country: Belgium
- Traineeship Area: Administrative and Office Management
- Start Date: 07/03/2022
- End Date: 31/08/2022
- Period And Duration Of The Language Course: Si vous souhaitez perfectionner ou apprendre l'une des 2 langues officielles de la Région de Bruxelles-Capitale, vous pouvez bénéficier du remboursement d'un montant maximum de 200€ pour avoir suivi des cours de français ou de néerlandais. Les cours de langue se font en parallèle avec le stage professionnel en entreprise, et non pas avant le stage.
- Practical Information: L'employeur d'accueil respectera et appliquera strictement les mesures sanitaires que le gouvernement belge a prises pour freiner la propagation du coronavirus. Pour plus d'informations, veuillez consulter le site : <https://www.info-coronavirus.be/fr/faq/>
- Location: Mundo-Madou. Avenue des Arts 7/8, 1210 Bruxelles
- Work Schedule: Full time: 9:00 AM to 17:00 PM
- Description Of The Tasks To Be Undertaken By The Trainee: A role that focuses on administrative and financial aspects of the organisation, but also on discovering and supporting the projects' team. In specific terms, the intern will work under the supervision of the Executive Assistant, the Head of Secretariat and the Presidency. Will support in the archiving process of the organisation. Will also manage and support in booking travels for the representatives. Assistance may be required in preparing ESU's financial report and updating ESU's financial handbook. Supporting the collection of the technical information, reports, forms dealing with fees, billing, tracking of projects, etc. Will support entering information into the financial accounting system of the company. And will work on any task needed to be related to the preparation of the 40th Anniversary of the organisation.

Profile of the trainee:

- Qualifications: Expertise in numbers and good math skills are significant. Knowledge of the basic principles and practices of accounting and financial

analysis might be required. Interest in event organisational logistic matters. The intern must be able to collect, evaluate and interpret data, in both statistical and narrative form. Should be capable of preparing files and maintaining records and documentation. Is important as well to have good written and oral communication skills. Other skills required are related to problem-solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment.

- Personal And Social-skills: A team player that can work within a multicultural environment. Must be flexible and able to stick to tight deadlines.
- Language Skills: An excellent command of the English language (spoken and written). Additional knowledge of French is highly desirable.
- Information Technology Skills: Strong organisational skills, including proficiency in advanced Excel, Microsoft Office software, and Google Apps.