

INTERCULTURAL PROJECT COORDINATOR (INTERNSHIP)



LOOKING FOR AN EXCITING OPPORTUNITY IN AN INTERNATIONAL COMPANY? OUR BRUSSELS OFFICE IS LOOKING FOR INTERNS!

A fun versatile internship in the Global HQ of NetExpat in Brussels is a wonderful opportunity for anyone looking to work in a multicultural and multilingual environment.

GENERAL CONDITIONS

- Hours: Monday- Friday 9:00- 18:00
- Place: Brussels office
- Beginning: throughout the year
- Non-paid internship
- A three-party agreement between the education institution, the student and NetExpat must be signed before the internship commences

RESPONSIBILITIES

- Preparing, personalizing and sending coaching material worldwide
- Creating and editing PowerPoint presentations for our intercultural trainings in over 70 countries
- Keeping various databases up to date
- Making mystery calls to check the reception quality in NetExpat offices in other countries
- Ordering all supplies the Brussels office needs
- Welcoming our visitors
- Supporting our international team in various countries on various ad hoc projects

YOUR PROFILE

- Student of Intercultural studies, Communications, Office management or other comparable subjects
- Organized and dependable working style
- Detail-oriented and independent
- Resourceful and creative
- Fluent in English; French, Dutch or German would be an asset
- Good at organizing and planning and can handle time pressure
- Excellent MS Word, Excel and PowerPoint skills
- Goal orientated and willingly accept responsibility

CONTACT

Ready for this exciting, fast-paced internship with a dynamic company? Please send your application including CV, cover letter as well as a copy of your university transcripts to Sabine Stadler at ssadler@netexpat.com.