

Intern Office Management

BAAER Ltd. is looking for its summer intern! This could be you!

Who we are

B.A.A.E.R. Ltd. has more than 16 Years of Experience in Belgium, The Netherlands and other European countries. We provide Oracle consultancy, Managed services, Nearshore software development, GDPR consultancy and IT Recruitment.

About the internship

We are looking for an **Intern Office Management** to help us during the summer and to be the glue that holds the team together with exceptional organizational and communicative skills. You will have the opportunity to garner tons of experience from every aspect of an IT company and work directly with our Belgian and Dutch managers. You will also have the chance to leave your mark by improving our office organization. And you will be paid!

Position description

- Daily office administration tasks
- Input in CRM system of potential customers from Benelux and other B2B listings
- Call prospects to make appointments for our sales
- Assisting with the recruitment activities
- Duration: July + August (2 months)
- Paid internship

Requirements

- Excellent knowledge of English is a must.
- Other languages like Russian, French, Dutch, German are a big plus.
- This job requires a 24/7 mentality, meaning you will not mind sometimes being called in the weekend or evening to deal with some issues.
- MS Office 365 knowledge is a plus
- Basic IT interest and/or knowledge is a plus

How to apply

Send us your CV along with a few sentences why would you like to spend the summer with us to recruitment@baaer.eu. We will expect your application by **22 Jun 2018**.

All applications will be treated with strict confidentiality.

If you do not receive a reply within 14 days of application, your candidature is not retained.