



Position: Administrative Assistant

Location: Herengracht 499, Amsterdam, 1017BT

Starting Date: March/April 2019

Type of employment: Part time 20-25 hours per week

Stage-Global is an international exchange company located in Amsterdam, with the objective to help students and young professionals from all over the world find a suitable professional experience (internships, traineeships and Au Pair experiences, among others) in our destination locations, such as the United States, Europe and Australia.

We are passionate about international experiences, and with this enthusiasm we help our candidates obtain an unforgettable experience abroad. By joining our international team in Amsterdam, you will have the opportunity to participate with participants from diverse backgrounds on a daily basis.

Job Description

Stage-Global is looking for an Administrative Assistant to join our team in Amsterdam. You will become involved in diverse stages and aspects of the planning and arrangement of internship and traineeship programs, providing essential support to our company and our participants. The position is part-time (4-5 hours per day).

Key responsibilities:

- Provide administrative assistance and support to the placement and visa teams;
- Be involved in updating various systems and overviews;
- Work on daily accounting/booking matters (accounts payable and receivable);
- Provide support with housing, visa, insurance and other preparation details for participants;
- Become involved in the various programs offered by Stage-Global;

Job requirements:

- Excellent communication skills in English (language in the office environment is English).
- Excellent administrative and organizational skills, maintaining overviews
- A good team-work attitude, customer-oriented, quality-oriented, stress-resistant, systematic and enthusiastic.

The position is available on part-time, about 4-5 hours per day, 5 days per week. We are flexible in the exact hours of the day. The ideal candidate lives in Amsterdam.

What we offer:

- A great working location at the Herengracht 499 in Amsterdam.
- Suitable salary + Company pension plan.
- Exciting and professional work environment.

How to apply:

Send your CV & Motivation Letter to Andries Bonneur - abonneur@stage-global.com