



## **Administrative Assistant (Intern)**

### **Details**

<b>Contract type</b>	Internship
<b>Function</b>	Admin
<b>Minimum experience required</b>	Student / Recent Graduate
<b>Location</b>	Bruxelles, Belgium
<b>Start Date</b>	Immediate
<b>Duration</b>	From 4 to 6 months
<b>Created on</b>	23 September 2019
<b>Company</b>	Domuni Universitas
<b>Job language</b>	English - French

### **About**

Domuni University is a Dominican university offering degree programmes by distance learning, all over the world. We offer courses in Philosophy, History, Law, Theology and History of Art. [www.domuni.eu](http://www.domuni.eu)

The university is expanding and therefore developing an internship programme to strengthen its teams and to offer students immersion in a professional and international environment.

### **Job Description**

As part of the administrative staff, your responsibilities will include the management of dossiers and assistance in organizing projects. We are looking for a candidate who can use their initiative and organizational skills to enhance our team. Our ideal candidate will also possess great interpersonal skills.

**Responsibilities:**

- Support the project manager in administrative tasks
- Handling phone calls
- Managing documents (academic papers, filing...)
- Assisting in the organization of projects within time constraints
- Managing emails
- Help the team to publish courses/seminars online
- Editing academic documents
- Posting messages/announcements online
- Handling admissions (contacting applicants, checking documents received, creating access codes...)

**Skills required:**

- Languages: English, French (an excellent knowledge of one of the two languages is required)
- Good working knowledge of Word, Excel, PowerPoint
- Versatile and able to work independently

**What we can offer you:**

- An enriching experience in an international environment
- Development of your entrepreneurial skills
- Training in various areas such as human resources, communication, marketing and client relations
- Command of project management tools
- Benefits

*Does our offer interest you? Do you see yourself in this role?*

*Send us your CV along with a letter of motivation to Lucia Yuki and Carly Wood at [admin@domuni.eu](mailto:admin@domuni.eu)*