Administrative Assistant (Intern)

Details

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

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