



Position: Administrative Coordinator

Location: Sarphatistraat 370 Amsterdam (remote possible)

Starting Date: Asap

Type of employment: Part time 20 hours per week

Stage-Global is a international educational exchange company located in the heart of 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 programs, among others) in our destination locations, which include the United States, Europe, Asia 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 participants from diverse backgrounds on a daily basis.

Job Description

Stage-Global is looking for an Administrative Coordinator to join our team in Amsterdam. You will become involved in diverse stages and aspects of the planification and arrangement of internship and traineeship programs, providing essential support to our company and our participants. The position is part-time.

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 hours per day, 5 days per week. We are flexible in the exact hours of the day.

What we offer:

- A great working location at the Sarphatistraat 370 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