

Office Assistant Intern (part-time)

Luxembourg-Slovenian Business Club is seeking a qualified candidate for a part time Office Assistant Intern - work from home - for an internship with the possibility of being considered to work on long term projects, depending on the changing needs of the LSBC.

What we offer:

- ✓ Opportunities for researching international and related trade issues - Ease your transition into future careers
- ✓ Work on interesting international projects - 'Real world' business experience
- ✓ Interaction with local and national business groups – Make professional connections,
- ✓ Relevant working experience and further skills development - Boost your CV

Job Description Summary:

The Office Assistant Intern is under the direction of the Executive Director. The Office Assistant Intern will provide administrative and office support. Administrative support includes creating and maintaining databases, researching and compiling data, proofreading and editing publications, event planning projects, website updates, and other projects as assigned.

Specific Duties and Responsibilities:

The duties of this role are inclusive of, but not limited to the following:

- ✓ Create and maintain databases, including receiving registrations and managing databases for events and groups;
- ✓ Research and compile data: News stories, contact information, and other related records;
- ✓ Creating and editing publications, agendas, and event invitations;
- ✓ Process incoming and outgoing correspondence;
- ✓ Answer calls and directing inquiries to the appropriate staff member;
- ✓ Collating documents;
- ✓ As directed, other office support functions including website updates, compiling and formatting LSBC briefing materials, and prepare mailings;
- ✓ Work on special projects as assigned.

Requirements:

This position requires multi-tasking skills and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required. Candidate is proactive, efficient and organized, and is a good communicator with attention to detail. Demonstrated agility to shift direction in response to changing work situations is critical. Proficiency with Microsoft Office Outlook, Word, and Excel is required as well as excellent command / highly proficient in spoken and written English and Slovene (German or French language is a plus), and is familiar with using social media and other online tools to generate interest in a business.

The ideal candidate is a final-year student preferably marketing/communication, administrative and office experience is a plus.

Compensation and Schedule:

Internship is unpaid but will be partially compensated with attendance at International summer school. A minimum time commitment of 6 months is required. Candidate will have the opportunity to work from home with negotiable working hours.

To Apply:

Please submit a cover letter, resume and reference letter (if possible) with phone number to Ms. Natasa Zajec, info@lsbc.lu **NOTE:** Only materials delivered by e-mail will be accepted. No telephone calls, please.