

GARAGERASMUS FOUNDATION

Vacancy: Administrative Assistant Internship (Italy)

The garagErasmus Foundation is currently seeking an Administrative Assistant to join our team. Reporting directly to the CEO, you will play a pivotal role in managing the administrative affairs of the Foundation and its branches located in Brussels and Vicenza.

Responsibilities:

- Handling accounting and administrative tasks such as invoicing, assisting the accountant, bank management, and personnel support.
- Compiling reports on projects funded through various European, national, and local programs.
- Providing administrative assistance to our European office in Brussels.

Requirements:

- Diploma in Administration, Finance and Marketing or in International Relations for Marketing.
- Proficiency in Italian and English (B1); proficiency in other languages, particularly in French, is advantageous.
- Interest in the themes of European mobility and Erasmus.
- Strong interpersonal, communication, and organizational skills.
- Precision and flexibility;
- Desire to grow in a young and dynamic team;
- Willingness to travel within Europe.

Position: This is an initial paid training internship offering €500 per month plus benefits, with a commitment of 35 hours per week.

Workplace: San Giuliano Milanese or Vicenza. Remote-working one day per week is possible.

Start date: September