

Customer Relations Erasmus+ Internship

Do you want to contribute to a safe European market while gaining an authentic international experience as a consultant?

Obelis is currently looking for an intern for our IT Department:

Company Profile: Obelis s.a is a quality driven, service-oriented company, with over 30 years of experience in EU Regulations. Providing consultancies on medical devices, cosmetics and other consumer goods - we believe in making manufacturers better through compliance and making safe products available on the market.

Our Vision: *"We create compliance for safer markets."*

Our Mission: *"To be the consultant of choice, by shaping the compliance industry and providing the most effective compliance process."*

Job Description

1. Provide professional, high level and smooth (internal & external) client service;
2. Support various tasks associated with the Customer Relations Department at the highest level:
 - Manage and archive clients documentation.
 - Collect clients feedback.
 - Follow-up order forms.
 - Promote Gold Packages.
 - Respond clients queries by email and by phone.
3. Follow-up on tasks assigned to you;
4. Contribute to the implementation of ISO;
5. Provide ah-hoc assistance to the Unit;
6. Participate in Obelis events.



Requirements

- Bachelor/Master degree preferably in Business, Economics or similar.
- Possibility to sign Erasmus+ Learning Agreement
- Previous professional experience in Front Office or Administration is an advantage.
- Fluency in English (written & oral); Any other language is a plus.
- Confident user of Microsoft Office.
- You are a fantastic team player, inspire peers and communicate clearly and effectively.
- Quick learner and self-motivated for small and big tasks.
- You have high adaptability, flexibility and commitment supported by a positive 'can-do' attitude.
- Attention to detail and organize workload efficiently to meet deadlines with high quality results.
- Willing to learn and grow continuously.

Benefits

- Paid Internship
 - International working environment
 - Applicant must possess EU work permit
 - Location: Brussels
 - Period: 6 months, Full time
 - Please submit your CV & motivation letter in English on career@obelis.net
- Visit our website <https://www.obelis.net/careers/>
 - Or use the link to direct access
<https://obelis.zohorecruit.com/recruit/ViewJob.na?digest=7rpXQ.9pzz.@sj20z5i266mlMs49nx178UcjXnhOfoM-&embedsource=CareerSite>
 - By submitting your application, you accept Obelis Privacy Policy
 - Our Recruitment Team will contact you via email if your profile is suitable for this position.
 - Early application is recommended
 - Every CV will be carefully reviewed, however due to volume of applications only successful candidates will be contacted.
 - Obelis is an equal opportunities employer and supports workforce diversity

