



Internship: Secretary

Your profile

Communicative and sparkling

You are very driven in customer communication. You are well known in foreign languages including English, German and French or Spanish. Experienced in administrative tasks and phone calls. Being self-confident and having a well-groomed appearance are priorities.

Function requirements

- Vocational Education (administrative secretary) or higher
- Experienced in Microsoft Office
- Experienced in agenda management
- Administrative working experience
- Well-groomed appearance
- Language skills; perfect in Dutch and English
- Language skills; good at German, French or Spanish