



Internships

Office manager at FairServices

Related studies	Office management Tourism International secretary
Periods	February to May June to August September to November
Commitment	minimum 12 weeks
Requirements	Intermedio I (B1) level of Spanish Experience with Word, Excell, Graphic design 20 years or older
Working hours	Monday to Friday 8.00 am till 6.00 pm normal day hours vary depending on necessity
Responsibilities	Internal and external communication Planning of various services Taking care of clients Organizing and managing weekly events Support of the staff
Cost	US\$ 260 per month
including:	use of our offices, computers, internet, WiFi, ... Introduction and training evaluations membership of the FairServices community
Local contacts	office John Adriaenssens director

FairServices is a non profit organization with a non profit side and a commercial side. Our office manager is the connection between our clients, our volunteers and interns, our staff, our partners and our students. Apart from 100 daily activities there's always projects in which you can get involved.

Once you found your place in our organization you will be a central point where everybody comes with their questions, problems and challenges.