Erasmus Placement Offer Form

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| **EMPLOYER INFORMATION** |
| Name of organization | Nerea S.A. |
| Address | Route d'Arlon 55 |
| Postal Code | 8410 |
| City | Steinfort |
| Country | Luxembourg |
| Telephone |  |
| Fax |       |
| E-mail | admin@nerea.com  |
| Website | www.nerea.com |
| Number of employees | 20 |
| Year of foundation | 2001 |
| Contact person | Jessica De Ganseman |
| Department / Function | Office Manager |
| Direct telephone number |  |
| Direct mobile | +352 621 251 627 |
| Direct e-mail address |  jga@nerea.com |
| Short Description of the Company | NEREA delivers solutions in the areas of ICT outsourcing and Customer Relationship Management (CRM). |
| Other |       |

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| **PLACEMENT INFORMATION** |
| Department / Function | Adminteam: H.R., Admin, marketing, financeOperations Assistant |
| Description of activities | Admin* Ensure the logistic flow
* Prepare file for selection and application of appropriate procurement processes for a particular product and or services.
* Process, assign and class Nerea mail
* Receive, inform and delivery supplies
* Fulfill and follow up administration tasks
* Treat invoices and vouchers
* Specific administrative tasks related to Accounts receivable

OperationsAssist the consultants in their job by:* Making researches
* Prepare customers documents
* Verify deliverables quality (according to company policies)
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| Duration | September to february |
| Working hours / Weekly hours | 40 h/per week |
| City | Steinfort |
| Help with finding Accommodation | [ ]  No |
| Financial Contribution | [ ]  Yes : 200€/ month  |
| Other |       |

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| **REQUIREMENTS**  |
| Oral and written language skills | [ ]  English [ ]  French (very important) |
| Computer skills | * Familiar with Microsoft Office : Outlook, Word, Excel, PowerPoint, etc.
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| Drivers license | [ ]  Yes |
| Other |       |