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](mailto: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](mailto: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, finance  Operations 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   Operations  Assist the consultants in their job by:   * Making researches * Prepare customers documents * Verify deliverables quality (according to company policies) |
| 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. |
| Drivers license | Yes |
| Other |  |