

# Traineeship

## Terms of references

**Title** Traineeship in EU Public Affairs Education

**Tasks**

Administration :

- client files management
- lecturer files management
- reception/office supply/general administrative tasks

Logistics :

- logistical organization of the courses
- preparation of the class rooms and catering
- opening/closure in case of extra-time courses
- preparation of course material
- general assistance to the participants

Data management:

- client database follow up
- data
- emailing preparation

Sales:

- offer preparation
- subscription follow up
- invoice follow up
- reference person for some types of clients

Strategic:

- (in the second half of the traineeship, if the output is positive)
- participation to the elaboration of new training modules
  - participation to the strategic initiatives

**Starting date** asap

**Duration** 6 months, full time

**Languages** English and French, any other EU language an asset

**Supervisor** Managing Director