



Programme d'éducation
et de formation
tout au long de la vie

Erasmus Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Nerea Belgium SPRL
Address	Avenue Louise 386
Postal Code	1050
City	Bruxelles
Country	Belgium
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	+32 499 980 335
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	



PLACEMENT INFORMATION	
Department / Function	Adminteam: H.R., Admin, marketing, finance
Description of activities	<ul style="list-style-type: none">○ 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
Duration	September to february, less is possible
Working hours / Weekly hours	38 h/per week
City	Brussels
Help with finding Accommodation	<input checked="" type="checkbox"/> No
Financial Contribution	<input checked="" type="checkbox"/> Yes : 200€/ month
Other	

REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French
Computer skills	Familiar with Microsoft Office : Outlook, Word, Excel, PowerPoint, etc.
Drivers license	<input checked="" type="checkbox"/> No
Other	