



C-lever.org
Collaborative leverage towards inclusive development

Paid Internship Administration and Management Support

C-lever.org, an emerging consultancy and impact enterprise, is offering an inspiring and paid internship in *office, corporate service and administrative management support*. As per the applicable regulation in Brussels, this internship is for **6 months**, starting mid-September 2021, and will be remunerated at approximately 800 € per month.

We envisage a high potential trainee, aspiring a rapid learning curve in a motivating and emerging impact enterprise. In close collaboration with the executive partners, the corporate services manager, the partners, experts and clients, your roles and responsibilities may include the following:

- Support to general and analytical accounting of the company (financial and non-financial)
- Support the rigorous implementation of administrative, financial, accountancy, fiscal and logistical procedures and obligations of C-lever.org and to their continuous improvement
- Support to project administration, contacting and contracting of experts, invoicing, ...
- Support to office management and administration, including managing incoming and outgoing mail, archiving, updating the C-lever.org website, databases of projects / experts, etc. as well as support to communication via social media
- Support the further development of C-lever.org and the implementation of the Odoo ERP system
- Support to follow-up on calls for bids, preparation of bids, ...
- Support to preparation, minutes taking of the management team and the experts meeting, and tracking of implementation of decisions made
- Support to processing the applications for social subsidies / support and proposals for impact investments by C-lever.org and managing two foundations: Social Value Belgium and 21D.

Priorities will be set as per the needs of C-lever.org and the specific skills, interests and future ambitions of the trainee.

We expect successful candidates to:

- ✓ hold at least a bachelor's degree in management, economy, social sciences or equivalent with knowledge in business administration and accounting,
- ✓ fluency in English and also in French or Dutch, with a basic knowledge in the other language,
- ✓ be inspired by the social / impact entrepreneurship and by the values and ambitions of C-lever.org
- ✓ willing to engage in a broad variety of administrative and management support roles.

Committed to **inclusive diversity**, we invite candidates from all origins, all gender and with any ethnic, cultural and/or religious background.

You want to learn about social entrepreneurship, ethical consulting and management of an impact enterprise; while contributing to the vision and ambitions of C-lever.org. Please send us your motivation letter and CV (maximum 3 pages) at admin@c-lever.org, as soon as possible and by 5th September 2021 at the latest.

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