



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

Erasmus Placement Offer Form

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	



PLACEMENT INFORMATION	
Department / Function	Adminteam: H.R., Admin, marketing, finance Operations Assistant
Description of activities	Admin <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 Operations Assist the consultants in their job by: <ul style="list-style-type: none">○ 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	<input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes : 200€/ month
Other	

REQUIREMENTS	
Oral and written language skills	<input type="checkbox"/> English <input type="checkbox"/> French (very important)
Computer skills	<ul style="list-style-type: none">○ Familiar with Microsoft Office : Outlook, Word,



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	Excel, PowerPoint, etc.
Drivers license	<input type="checkbox"/> Yes
Other	