

IT Support - Internship

Do you want to contribute to a safe European market while gaining an authentic international experience as a consultant?

Obelis is currently looking for an intern for our IT Department:

Company Profile: Obelis s.a is a quality driven, service-oriented company, with over 30 years of experience in EU Regulations. Providing consultancies on medical devices, cosmetics and other consumer goods - we believe in making manufacturers better through compliance and making safe products available on the market.

Our Vision: *"We create compliance for safer markets."*

Our Mission: *"To be the consultant of choice, by shaping the compliance industry and providing the most effective compliance process."*

Job Description

Your role and key responsibilities will be:

1. Provide professional, high level and smooth (internal & external) client service;
2. Support the day-to-day activities associated with the IT Department at the highest level:
 - Execute new projects according to the change management process.
 - Execute service requests through the Ticket Management system.
 - Execute department logs and regularly maintain and update.
 - Execute and prepare meeting rooms for company events.
 - Support Information Systems delivery, users and security.
 - Ad hoc IT related tasks, projects & troubleshooting.
 - Intervene in off-business hours alarms
3. Support the implementation of ISO 9001 and ISO 13485.
4. Provide ah-hoc assistance to the Department Manager.
5. Represent Obelis and its interests at external events.



Requirements

- Bachelor/Master degree preferably in Computer science/Informatics/IT engineering or similar discipline
- Previous professional experience in IT Helpdesk/support is an asset.
- Knowledge of operating systems Windows 10 & server 2016/2019 and development platforms (MS Sharepoint, CRMs).
- Knowledge/experience in ITIL environment.
- Fluency in English (written & oral); Good level of French or Dutch is a plus.
- You are a fantastic team player, inspire peers and communicate clearly and effectively.
- Quick learner and self-motivated for small and big tasks.
- You have high adaptability, flexibility and commitment supported by a positive 'can-do' attitude.
- Attention to detail and organize workload efficiently to meet deadlines with high quality results.
- Willing to learn and grow continuously.

Benefits

- Paid Internship
 - International working environment
 - Opportunities to develop your career at Obelis
 - Internship Terms & Conditions
 - Applicant must possess EU work permit
 - Location: Brussels
 - Period: 6 months, with possibility to extend. Full time
 - Please submit your CV & motivation letter in English on career@obelis.net
- Visit our website <https://www.obelis.net/careers/>
 - Or use the link to direct access
<https://obelis.zohorecruit.com/recruit/ViewJob.na?digest=7rpXQ.9pzz.@sj20z5i266mlMs49nx178UcjXnhOfoM-&embedsource=CareerSite>
 - By submitting your application, you accept Obelis Privacy Policy
 - Our Recruitment Team will contact you via email if your profile is suitable for this position.
 - Early application is recommended
 - Every CV will be carefully reviewed, however due to volume of applications only successful candidates will be contacted.
 - Obelis is an equal opportunities employer and supports workforce diversity

