

Internship Backoffice

About Alisitas Consultancy

Alisitas Consultancy provides a broad range of security products and services, such as open-source intelligence education, interoperability, security awareness training, threat assessment, safety audits, coordination of innovative EU projects, and high-level policy development.

We believe that security is a dynamic process, wherein dialogue, research and innovation are crucial to improving resilience. Security should include all stakeholders sharing responsibility, from cleaning personnel to bomb squads and managers.

Our mission at Alisitas is to provide the best possible service for our clients, ultimately contributing to safety, resilience, and quality of life in this society.

Our Backoffice internship

Working as an intern with Alisitas Consultancy presents an ideal opportunity for young professionals to jump from student to working life in a modern security consultancy. We offer an internship with a young start-up company, providing a professional atmosphere with a team of motivated colleagues led by managing director and security expert Alyssa Bladergroen. Additionally, you will gain a unique insight into the seemingly clandestine world of security management.

As a Backoffice employee, you will receive the chance to work in a quick growing and dynamic company. You will broaden your knowledge of working in a company's back-office aimed at the international market. Your task will consist of making contracts and quotes, drawing up invoices, entering data into our systems, managing company files and other supporting activities to make sure internal processes run smoothly. Next to providing a demanding environment for your professional development, this internship lets you contribute to fighting terrorism and crime: Make the world a better place from the safety of your home office!

More info? Let's get in touch!

www.alisitas.com

Internship Backoffice

Internship Details

- Minimum duration of six months, maybe extended (depending on the needs of the office)
- Supervision and guidance by an Alisitas staff member
- Full-time: 5 days/36hours per week
- Bring your own device
- Paid internship
- Entirely remote

Requirements

- Pursuing a study in Administration or other related studies on MBO+ level
- Ability to multitask and work within a multilingual team
- Being punctual and organized
- Affinity with safety and security topics
- Fluency in English and Dutch

Tasks

- Supporting administrative activities depending on the need of the office
- Entering and processing data into internal systems
- Helping with managing company files

Applications should include

- 1) CV
- 2) Motivation letter (1-2 pages)
- 3) A short piece on where you see yourself in the next 5-10 years

For more details, please contact:

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