

Project Coordinator (Online Internship) (0 EUR)



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentiax.nl/x-822552-z>

Introduction - Online Internship Roles

Front row view of a rapid-growth startup (Web/Marketing/Social Media/ SME / Suppliers/Customers)

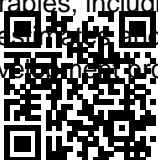
We are offering unique, innovative, internships to exceptional applicants interested in seeking top notch business and tech experience in an entrepreneurial startup environment.

You'll be a core member of our team, and administer the pre-planning, production and execution of launch deliverables. We are looking for a Project Coordinator who will support the development of a range of webstartup projects. You will help us manage our numerous concurrent business product, webdesign and launch deliverables.

You will first and foremost be highly intelligent, well-organized, detail-oriented, dependable, with drive and initiative.

Responsibilities

Supporting the Project Manager to ensure the successful delivery of projects. Explore interesting and innovative ideas that can support the development of projects. Developing delivery models and timelines for projects. Coordinating people within project teams. Engage with international suppliers and project partners. Managing requirements and guiding teams, through budgeting and proposals, to fully-executed deliverables. Studying our brand, and exploring how our offerings can be customized to suit the message and product. Scheduling and overseeing preparation and the seamless execution of deliverables. Ensuring our processes and procedures are functional and followed correctly. Leading post-deliverable team reviews, implementing new procedures as required, completing financial reports, and identifying where budgets can be improved. Fostering an excited, can-do culture in the team. Assisting in the recruitment and training of new team members. Providing strategic input on all deliverables, including business development and growth. Track project progress, and ensure projects remain on schedule. Verify projects are implemented according to design and design specifications. Coordinate system and design work. Manage the development and delivery of projects. Streamline design and development processes.



General Requirements

Ideal Business analysis and project management. Experience in business or product development for e-commerce, social media, marketplace, content management, or other modules.

Mandatory: A pioneering mindset. You will be one of the few. Excellent English skills, both verbal and written (100% English environment). The highest level of integrity and discretion, and

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exceptional attention to detailAbility to handle confidential and sensitive information properlyExcellent multitasking, collaboration and communication skillsExcellent knowledge of MS Office (Windows environment)Ability to enter and thrive in a fast paced work environmentAbility to work under pressure and meet tight deadlinesHands-on with a positive, can-do attitude

Location

Intern roles are fully online internships, meaning that you must be proficient in, and have access to, a home office and a good internet connection and be well versed in collaboration and communication concepts and technologies. Although you will be in constant electronic communication with the team, you should be self sufficient and happy to work unsupervised and possibly unaccompanied, for most of the day.

Schedules

You will be assessed by your completed deliverables, not by the time you spend, so what you get out is what you put in. Part of your challenge will be to apply and calibrate your judgement to maintain an equilibrium. You will be expected to work on various projects for 24 weeks, 40 hours per week, Monday to Friday. Nevertheless, flexibility is provided and expected, to meet the needs of collaboration and you should be prepared to manage an extremely flexible schedule that may include late nights and weekends.

Benefits

While we offer only limited remuneration for the internship, it offers unrivalled benefits. You will start as a rookie and leave a veteranBroad business experience real-life, cutting edge, online team collaboration.Creativity, flexibility, variety with tremendous growth potential.Advisors who have extensive business, tech, management and leadership experience.An initiative driven, fast-paced entrepreneurial meritocracy.Feedback, formal assessment and a commercial business certificateRare lifetime opportunity to see it all and do it all in a web startup.Get in at the deep end and start swimming!

Reimbursement

As there are no travel or clothing requirements and applicants are able to use their own equipment, there will be only limited reimbursement and only on a pre-agreed basis.

Assessment & Accreditation

Intern roles will be continually assessed, resulting in an intern evaluation and commercial certification upon completion, but do not qualify for academic accreditation.

Applications

If this is you, then send your CV, with your picture (no older than 3 months) and cover letter, (English) together with any supporting material or links. Shortlisted candidates will initially have an email selection screening followed phone screening. In line with industry practice, and the extremely valuable commercial assets and intellectual property being accessed, selected candidates will sign a Non Disclosure Agreement (NDA).

Due to the volume of enquiries, we will only reply to candidates who are under consideration.

No communication within 7 days means that you have not been shortlisted for the first or any subsequent stage. This is a standard procedure and a reflection of our specific, nuanced requirements. It should not be seen, in itself, to be a judgement of your knowledge, skills or talent, so we thank you in advance for your application and wish you.