

# Erasmus Placement Offer Form

## EMPLOYER INFORMATION

Name of organization	RAILREST
Address	RUE DE FRANCE 95
Postal Code	1070
City	BRUXELLES
Country	BELGIUM
Telephone	00 32/(0) 2 /558 01 15
Fax	00 32/(0) 2 /558 01 19
E-mail	ibouche@railrest.com
Website	WWW.RAILREST.COM
Number of employees	+/-200 employees in Belgium
Year of foundation	2002
Contact person	Isabelle Bouché
Department / Function	Human Resources
Direct telephone number	00 32/(0)2/558 01 15
Direct mobile	
Direct e-mail address	ibouche@railrest.com
Short Description of the Company	Railrest manages the On Board Service for Thalys train (high speed train Brussels, Paris, Amsterdam, Köln). Railrest develops and improves the on board experience for Thalys customers. Railrest employs more than 400 staff across 4 countries. Our head office is located in Brussels
Other	

## PLACEMENT INFORMATION

Department / Function	Department: Marketing+ Product & Development Function: Marketing assistant trainee
Description of activities	<u>Actively</u> participate in the creation and development of product lines of the Thalys Bar + increase of sales. Creation of commercial events calendar + monitoring. Benchmark of new products, contacts with advertising agency, reporting,... <u>Good level of French is compulsory</u>
Duration	Preferably 12 months – minimum 4 months
Working hours / Weekly hours	between 6 and 7,6h/per day; between 125 and 155h/per month
City	BRUSSELS

Help with finding Accommodation



**NEREA**

## **Job Description**

Nerea S.A. is searching for an Administration people to join its team in Steinfort. It's to provide logistics support for Marketing, Sales, Finance and H.R.Department.

NEREA delivers solutions in the areas of ICT outsourcing and Customer Relationship Management (CRM). Client's needs are at the center of the company's customer service philosophy, which is based on 3 key principles: transparency (detailed service monitoring), an in-house project methodology which is integrated into the client's infrastructure and a personalized approach for every mission. NEREA's consultants apply the same quality management whatever the client's organization size.

### **Key Tasks and responsibilities:**

- 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

### **Requirements:**

- Methodical and organised
- Familiar with Microsoft Office : Outlook, Word, Excel, PowerPoint, etc.
- French and a good level of English spelling and grammar

- Very good communication skills
- Knowledge in SharePoint and CRM are considered as an asset

**We offer:**

- Opportunities to quickly increase your technical competency base.
- Integrate an young and dynamic team.
- Will be followed and managed by an experienced consultant.

If this opportunity is the challenge you are looking for, please forward your application (letter and curriculum vitae), with the reference to Jessica De Ganseman: [jga@nerea.com](mailto:jga@nerea.com)



Programme d'éducation  
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EMPLOYER INFORMATION	
Name of organization	Nerea Belgium SPRL
Address	Avenue Louise 386
Postal Code	1050
City	Bruxelles
Country	Belgium
Telephone	
Fax	
E-mail	<a href="mailto:admin@nerea.com">admin@nerea.com</a>
Website	<a href="http://www.nerea.com">www.nerea.com</a>
Number of employees	20
Year of foundation	2001
Contact person	Jessica De Ganseman
Department / Function	Office Manager
Direct telephone number	
Direct mobile	+32 499 980 335
Direct e-mail address	<a href="mailto:iga@nerea.com">iga@nerea.com</a>
Short Description of the Company	NEREA delivers solutions in the areas of ICT outsourcing and Customer Relationship Management (CRM).
Other	



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PLACEMENT INFORMATION	
Department / Function	Networking system engineer
Description of activities	<ul style="list-style-type: none"><li>○ Knowledges in Microsoft Solutions: Windows Server (2003, 2008), Small business server (2007, 2011), MS Exchange, Windows 7 (XP).</li><li>○ Familiar with network appliance configurations (switches, routing, Firewall, Wireless): Netgear, Cisco, etc.</li><li>○ French and English languages are compulsory</li><li>○ Very good communication skills</li><li>○ Knowledge in SharePoint and CRM are considered as an asset</li></ul>
Duration	September to february it's ideal !
Working hours / Weekly hours	38 h/per week;
City	Brussels
Help with finding Accommodation	<input checked="" type="checkbox"/> No
Financial Contribution	<input checked="" type="checkbox"/> Yes : 200€/month
Other	

REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French
Drivers license	<input checked="" type="checkbox"/> No
Other	

## INTERNSHIP

### Multi Media Production Jansen & Janssen Customer Media

We are looking for a bright, highly motivated intern, who is interested in the field of multi-media production for a **3-5 month internship**. Start date flexible between September and Januari.

#### **Requirements:**

- Strong communication and writing skills in English
- Ability to work in a fast-paced environment
- Advanced knowledge in the area of multi-media
- Can be an exchange student in Ghent, Belgium
- A desire to learn about digital Story Telling

#### **We offer:**

- An opportunity to become part of an experienced and hard working team
- Experience in the field of Multi-Media
- An opportunity to experience the biggest student city of Flanders in a romantic historical environment.
- Flexible work schedule with the opportunity to visit Paris, London and Amsterdam, the European capitals are in an easy reach.

The internship will take place at Jansen & Janssen Customer Media, Ghent

**Motivation letter and CV should be sent to Mr. Stefaan.Roelens@jaja.be**