



Position: Program Coordinator

Location: Keizersgracht 127, Amsterdam, 1015 CJ

Starting Date: March 2020

Type of employment: Fulltime, 40 hours per week

Stage-Global is an international exchange company located in Amsterdam, with the objective to help students and young professionals from all over the world find a suitable professional experience (Internships, Traineeships and Au Pair programs, among others) in our destination locations, which include the United States, Europe and Australia.

We are passionate about international experiences, and with this enthusiasm we help our candidates participate in an unforgettable program abroad. By joining our international team in Amsterdam, you will have the opportunity to work with participants from diverse backgrounds on a daily basis.

Job Description

Stage-Global is looking for a Program Coordinator to join our team in Amsterdam. You will be a key contact between candidates, companies abroad, and government immigration agencies. If you want to be part of an enthusiastic team of internationals in Amsterdam that help create experiences of a lifetime, apply today!

Key responsibilities:

- J-1 visa coordination: Manage and process the J-1 visa applications for international interns and trainees, while maintaining professional communication with U.S governmental agencies, Host Businesses and candidates on a daily basis to ensure the successful and organized completion of the process.
- Process Optimization: Manage and update business operations to increase workflow.
- Business Administration: Handle a variety of administrative tasks in order to ensure smooth operations within the team.
- Become involved in the various programs offered by Stage-Global.

Job requirements:

- Excellent communication skills in written and spoken English (language in the office environment is English).
- Excellent administrative and organizational skills, maintaining overviews. Attention to detail is key.
- A good team-work attitude, customer-oriented, quality-oriented, stress-resistant, systematic and enthusiastic.

The position is fulltime, 5 days per week. The ideal candidate lives in Amsterdam.

What we offer:

- A great working location at the Keizersgracht 127 in Amsterdam.
- Suitable salary + Company pension plan.
- Exciting and professional work environment.

How to apply:

Send your CV & Motivation Letter to Claudia Santana - claudia@stage-global.com. Application deadline January 31, 2020.