INTERN FOR CUSTOMER SERVICE AND ADMINISTRATIVE TASKS

ASIA EXCHANGE
STUDY LIVE LEARN

We are looking for an intern to strengthen our international team in Tampere, Finland for the upcoming summer months. Your core tasks will include communication with students, application processing, information gathering and possible project-oriented work based on your interests. The start for the internship is as soon as possible and the duration is anywhere between 3-6 months. The compensation for the internship is 1000e.

OUR STORY

Our story began 15 years ago when two Finnish exchange students fell in love with Asia and wanted to open the doors East for students across the globe. Everything was built on a mission to create a simple and affordable route to Asia to enable life-changing experiences for students. This is the road we continue to tread. To our great delight, over 7000 students from over 80 countries and six continents have taken up the opportunity so far.

CORE TASKS:

- ⇒ Customer service in English, Finnish and possibly any other language you are fluent in
- ⇒ Application processing and keeping our CRM up to date
- ⇒ Miscellaneous reporting tasks and information gathering
- ⇒ Possibility to be involved in different projects based on the chosen applicants' interests and strengths

HELPFUL QUALITIES:

- ⇒ Great communication skills in English, written and spoken
- ⇒ Organizational skills and knowledge of basic office programs
- ⇒ Can-do attitude and enthusiasm to learn
- ⇒ High desire to work in customer service and to help students

WE GUARANTEE:

- ⇒ Interesting and diverse tasks in an international company, where you are able to see the results of your work
- ⇒ A modern, relaxed work setting full of international professionals
- ⇒ A supportive environment for learning and succeeding
- ⇒ A doorway to a unique industry
- ⇒ Helping, caring, praising, challenges, growth and a strong team spirit

Please send your application to jobs@asiaexchange.org

APPLY CLICKING HERE

For more information about the internship, please be in touch via **jobs@asiaexchange.org**

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