



Position: Junior Program Manager

Location: Herengracht 499, Amsterdam, 1017BT

Starting Date: ASAP

Type of employment: Full Time (40 hours)

Join us on our global journey! Stage-Global is a placement agency located in the heart of Amsterdam that helps students and young professionals from all over the world find a suitable professional experience, such as an internship, traineeship, Au Pair program and many more. We mainly work with programs in the United States, Australia and Europe. Therefore, we are looking for an enthusiastic colleague who values the experience of going abroad and travel to join our team!

We are passionate about international experiences, and with this enthusiasm we help our candidates obtain an unforgettable experience abroad. By joining our team, you will have the opportunity to share this international passion on a daily basis with students and young professionals from diverse backgrounds.

Job Description

Stage-Global is looking for a Junior Program Manager to join our team in Amsterdam. As a Junior Program Manager, you will get involved in various areas of internship and traineeship program arrangements, providing essential support to our company.

Key responsibilities:

- Arrange placements for students and young professionals at companies in the United States and Australia
- Serve as the first point of contact for potential candidates interested in Stage-Global programs
- Be involved in various programs we offer
- Organize information fairs at universities
- Work on the promotional communication of Stage-Global and maintain brand awareness

Job requirements:

- Experience in the United States and Australia (work, internship, study or holiday experiences). The ideal candidate will have had first-hand knowledge to help make participants enthusiastic about going to these countries!
- Associates, Bachelor's or Master Degree
- Excellent spoken and written communication skills in English. Dutch language is a plus.
- A good team-work attitude, results oriented, customer service oriented, quality-oriented, stress-resistant, convincing, systematic and enthusiastic.

This is a full-time position that requires some flexibility of schedule due to the time differences with Australia and the US. The ideal candidate currently resides in Amsterdam.



What we offer:

- A great work location in the Golden Age canal ring of Amsterdam
- 25 holiday days
- Competitive salary
- An amazing work environment with great colleagues!

How to apply:

Send your CV & Motivation Letter to Andries Bonneur - abonneur@stage-global.com