



**IT Solutions
Worldwide**

Internship: Admin Intern

Location: Mandenmakerstraat 100c, 3194DG, Hoogvliet, Rotterdam

Duration: 3 to 6 months

Type: Internship

About IT Solutions Worldwide

At IT Solutions Worldwide BV, we keep businesses moving forward with smart tech, bold ideas, and a passion for automation. We help companies work faster, better, and smarter within their operations. Our team is a self-starting, dynamic group of great minds who thrive by finding the best possible solutions for our clients.

We are an international team with offices in the Netherlands and Asia, bringing together creative minds and subject experts from around the world. Whether it's optimizing operations or implementing automations, we support our clients throughout their journey to grow.

If you are ready to learn, grow, and create real impact, you are going to love being part of our team.

About the Internship

Do you enjoy organizing, supporting, and making sure everything runs smoothly?

Join us as an **Admin Intern**, where you'll play an important role in helping our administrative team manage daily tasks and internal documentation. You'll gain real exposure to how a modern business functions behind the scenes, from HR support to office coordination.

What You Will Learn

- How to manage and organize office documentation
- How to support HR and finance with basic admin tasks
- How to handle incoming queries and schedule meetings
- How to ensure compliance and proper filing of internal records
- How to assist with onboarding and internal communications
- How to use office tools and platforms to streamline admin tasks
- How to communicate effectively in a corporate and multicultural environment
- How to prioritize tasks and meet tight deadlines
- How to contribute to internal improvement projects and team collaboration



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You Are a Great Fit If You Are:

- A student or recent graduate in Business Administration, Office Management, or a similar field
- A strong communicator in Dutch and English
- Detail-oriented, structured, and eager to learn
- Proficient with Microsoft Office tools
- Comfortable in a dynamic, fast-paced setting
- Motivated to support others and ensure team success
- Open to working in a diverse and inclusive team

What We Offer

- Hands-on experience in office and business administration
- A multicultural and international team in Rotterdam
- Guidance and mentorship from experienced professionals
- A certificate of internship completion and LinkedIn recommendation
- Room to grow your skills and take on more responsibility
- Weekly team lunches and fun company outings
- A company laptop and flexible working style
- Career growth potential within the company
- A supportive culture with regular feedback and learning goals
- Opportunity to build your professional network in the Netherlands and beyond