



**IT Solutions
Worldwide**

Internship: Back Office Intern

Location: Mignonpad 10, 3194VH Hoogvliet Rotterdam, Netherlands

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

Looking for real-world experience in a professional yet supportive workplace? Join us as a Back Office Intern, where you will help support our Top Management, HR, and administrative team while learning how businesses run behind the scenes. It's a unique opportunity to be part of a fast-paced, people-centered, and tech-driven work culture.

What You Will Learn

- How to handle admin data and official documentation
- How to schedule meetings and assist in recruitment processes
- How to communicate professionally within cross-border teams
- How administrative workflows keep companies efficient and compliant
- How to participate in internal improvement projects
- How to use various tech tools to work faster and improve efficiency
- How to handle supplier and customer contact
- How to work with time management tools to achieve project deadlines
- How to take initiative and work independently while receiving constructive feedback
- How to navigate working life in a Dutch business environment with international clients



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You are a Great Fit If You Are:

- A student or recent graduate in Communication, Economics, Business Administration, or any related field
- Organized, detail-oriented, and eager to gain hands-on experience
- Strong in Microsoft Office
- Strong in English and Dutch (verbal and written)
- Willing to learn and be part of our fast-paced organization
- Motivated to contribute ideas and improve internal processes
- Open to working in a diverse, inclusive, and respectful team environment

What We Offer

- Practical experience with various tools
- Experience in working in a multicultural business environment
- Mentorship from experienced professionals in our Rotterdam office
- A friendly and collaborative international team
- A certificate of internship completion and a LinkedIn recommendation to boost your profile
- Room to bring in your ideas
- Fun company outings!
- Friday lunch!
- A company laptop
- Possibility to grow within the company
- A supportive work culture with regular check-ins, learning goals, and feedback moments
- Opportunities to build your professional network in the Netherlands and beyond