



Internship Opening: Admin Intern

Duration: 3 to 6 months

Type: Full-time Internship (On-site only)

Location: Amsterdam

For a client of ours, G-Rollz, we are looking for a sales intern to support their grow their bold lifestyle brand built around high-quality smoking accessories, design-led merchandise, and collaborations with global icons like Banksy, Hello Kitty, and the Narcos TV series. They build supply retailers and distributors across Europe and beyond, blending creativity with commercial edge.

The fast-paced team works out of our Amsterdam HQ, driving brand growth across multiple markets. This internship is your chance to jump into the action, contribute to real results, and learn the ins and outs of international sales.

About the Internship

As an **Admin Intern**, 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'll Do & Learn

Manage and organize office documentation

Support finance with basic admin tasks

handle incoming queries and schedule meetings

use office tools and platforms to streamline admin tasks

contribute to internal improvement projects and team collaboration



**IT Solutions
Worldwide**

You're a Great Fit If You Are:

- A student or recent graduate in Business Administration or equivalent
- Highly organized and reliable, with attention to detail
- Comfortable working with spreadsheets, digital tools, and basic systems
- Proactive, hands-on, and willing to take initiative
- Fluent in English (Dutch or German is a plus)
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What We Offer

- Real-world experience inside a fast-growing international brand
- Exposure to logistics, inventory management, and operations strategy
- Direct mentorship and regular team check-ins
- On-site work environment with a high-energy, collaborative team
- Internship certificate, LinkedIn recommendation, and potential for a long-term role
- Free team lunch on Fridays, coffee, and good vibes

To Apply:

Email your CV and a short message to info@itsolutionsworldwide.com