



Univerzitet u Beogradu  
Centar za razvoj karijere i savetovanje studenata  
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**Centar za razvoj karijere i savetovanje studenata Univerziteta u Beogradu  
poziva te da se prijaviš na Internship Program**

**WORLD LEARNING – SERBIA**

**HOST COUNTRY NATIONAL INTERN POSITION AVAILABLE:  
ADMINISTRATIVE OFFICE INTERN**

(Maximum duration: 6 months)

**RESPONSIBILITIES:** The Administrative Office Intern will receive general supervision and guidance from the Administration and Finance Officer. Specifically the Administrative Office Intern is responsible for providing support to office administration through the following duties:

- Supporting/performing various administrative tasks including but not limited to: payment of bills, basic procurement of office supplies, filing, inventory and supplies tracking, photocopying, courier duties.
- Provide basic support in maintenance of office equipment
- Provide back-up for telephone and visitor duties as required
- Perform other duties as assigned by supervisor

**REQUIREMENTS:**

- Previous work experience not necessary
- Willing to learn and gain new skills and experience
- Working knowledge of the English language
- Be able to devote a minimum of 20 hours per week to the internship during office working hours
- Be willing to devote a minimum of three ( 3) months to the internship
- Good communication skills
- Basic knowledge of MS Office package a plus
- Detail-oriented

**Salary:** Intern will receive a minimal monthly fee intended to cover basic expenses.

**To apply please send your resume and motivation letter stating why you are interested in this internship.**

All applications should be e-mailed at: saradnja@razvojkarijere.bg.ac.rs. Please refer to “AOI Internship” in subject line. Only finalists will be contacted. Please note: This internship is currently funded until May 2011.

**APPLICATION DEADLINE:** November 10<sup>th</sup>, 2010.