

Profile Internship Management Assistant

Would you like to have a challenging internship in a young, dynamic, internationally oriented company? Then we are looking for you! We are a growing and energetic company operating in the Public Security sector. The company exists of a young enthusiastic team with e.g. consultants, project managers and professionals.

PSIC is currently searching for an Intern to assist its main Manager in the general Office Management.

Responsibilities

You are responsible for assistance in office management in general. Daily tasks are e.g. keeping the agenda, making appointments, checking the post, supervising the office supplies and answering phone calls and e-mails. Furthermore, you also conduct research on proposed topics and report on your findings. PSIC is a young company thus it needs fresh input, therefore you will play an important role in its further development. There is a possibility to receive a topic for your final thesis or project and you will be given extra time in order to complete it. Next to your Internship, you will be directly involved in the organizing and participating in multiple networking events such as seminars, trade missions and cocktail parties. This will offer you a real time opportunity to create many new useful contacts that will help you excel in your future career.

Period of internship

Beginning from January/February 2012. The internship is for a minimum of 3 months with a possibility for extension of another 3 months depending on your personal presentation and enthusiasm.

Payment

The monthly allowance is € 300,- gross (i.e. before taxes) on a 40 hours per week fulltime basis/ 5 days a week.

Required skills

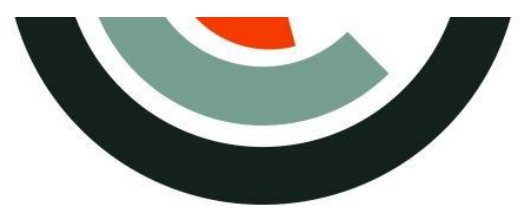
From you is expected to answer to the following requirements:

- HBO student in his/her last year of study;
- Fluency in Dutch as well as good command of English (speaking and writing);
- Intermediate to advanced working knowledge of MS Office;
- We expect our employees to be communicative, flexible, initiative, dynamic and willing to learn and improve;
- Ability to work both independently as well as in a team is a plus;
- Creativity.

Contact details

Interested in this internship? Please send an email with your application letter, including your CV and motivation to:

Lieke Gerris (Business Development) or Daisy Sudiharto (Marketing & Communications) | E info@psic.eu
Public Security Innovation Center | Johan van Oldenbarneveltlaan 9 | 2582 NE The Hague | T 070 32280 50



About Public Security Innovation Center (PSIC)

PSIC is a small organization operating in the public security field. PSIC delivers innovation, integration and interoperability in public security for end-users worldwide. As an independent and open platform for proven technologies in public security, The Public Security Innovation Center offers a vast network of integrated security solutions, linking vendors to government, business, volunteer organizations, and the public.

PSIC creates opportunities to market and sell to end-users worldwide through a state-of-the-art demonstration center, trade missions, conferences and special events and carries out market research, market entry and international sales channel development for PSIC Participants. PSIC brings innovators to the market through pro-active, unique and customized outreach and matchmaking. PSIC links participating companies with end-users, resulting in unique public security solutions for each.

Creating New Solutions Together

PSIC brings together public security technology innovators. These are the participating companies in PSIC, or PSIC Participants, which represent a wide range of information management and physical security solutions. They have been vetted and have demonstrated proven technologies through a number of criteria in order to participate in the forum.

Participants

Most PSIC Participants are small- to medium-sized enterprises (SMEs) that foster innovation as part of their corporate culture and can benefit from a collaborative environment to maximize business value. By bringing Participants together, PSIC fosters the application of all forms of technology to deliver more effective emergency decision-making for natural, technological and terrorist events. As a result, Participants innovate new technologies and develop specific solutions for clients, the end-users.

End-Users

PSIC is a forum that links public security technology providers with end-users. End-users (governments, volunteer organizations, and commercial companies) can bring their specific needs to PSIC and have a solution developed or adapted for them. They can experience the technologies in the PSIC Demonstration Center in The Hague, or they can meet and interact with Participants through special events such as trade missions to new markets or customized matchmaking trips.

Find more information about PSIC on our website www.psic.eu