

INTERNSHIP ADMINISTRATIVE ASSISTANT– BAXTER – BRAINE L'ALLEUD

Baxter is looking for an intern to join us in our R&D site located in Braine L'Alleud in Belgium.

[Working as an intern at Baxter](#)

Your personal contribution for saving and sustaining lives!

Baxter is more than a company. It is a community of committed professionals. Every year, our products reach more than 60 million patients worldwide.

Baxter has a diverse group of employees in more than **100 countries**.

Whether you join us for few months, few years or your entire career, we are united to advancing modern healthcare. If you eager to grow in a stimulating, caring environment and look for a daily basis purpose, we are the place to be!

[What you will do with us](#)

You will provide administrative assistance to the R&D Site team members.

Role and responsibilities:

- Ensure the confidential secretarial function and manage the administration of the teams. Bring a daily administrative support to the members of the teams based in Alliance Park
- Provide support to organize meetings & site events
- Provide office support for data management programs such as but not limited to COUPA, T&E Concur, BCD Travel, Outlook (or equivalent programs)
- Support team members to organize their travels, process registration to congress, seminar, and training.
- Ensure administrative/IT/QA follow-up for new employees. Ensure Onboarding of new employee are fully covered as per procedure
- Provide support for Baxter visitors while in Alliance Park

[Who are you](#)

- You are currently in a bachelor degree in the field of administration and looking for an internship (3months)
- Fluency in French and English is a must
- Excellent communication and organizational skills
- Strong attention to detail

If you are interested, please send your resume to: clarisse_corrales_ortega@baxter.com