



RECRUITMENT

Global support intern - Brussels, Belgium

Job description

Hinicio is currently looking for an Intern that will participate in Hinicio's administrative tasks at headquarter level, supporting the global team. They will report to and be supported by the Global Office Manager based in the headquarters in Brussels. More specifically they will have as responsibilities:

- Planning of strategic meetings (e.g. CEO update, management team meeting)
- Elaborate travel policy and book travels (hotels, trains)
- Follow up on expense reports
- Create projects in time registration tool + create insightful reports
- Support in restructuring and migrating data to the Sharepoint environment
- Order office supplies and join the office embellishment team
- Support on improvement processes to make Hinicio grow better and stronger
- Support administrative tasks (including IT inventory, insurances, office space follow-up, supplying documents for public tenders, administrative follow-up of projects, supporting the soft HR team,...)
- Be part of the internal communications team

What we offer

An attractive role in a highly motivating sector and growing start-up environment.

The opportunity to produce an immediate impact on projects and clients in an international scope.

A flexible workplace that allows you to balance the demands of your personal and professional life. Hinicio strives to have fun while working with purpose, and understands life extends beyond the office. We support and build healthy working conditions based on gender awareness, social inclusion, cultural diversity and a collaborative team spirit.

An exciting and supportive working environment where intrapreneurship opens doors to opportunities.

An excellent chance for personal career development, including team leadership opportunities for a high potential candidates in the short to mid-term.

A remuneration package in line with the candidate's experience and potential.

Desired skills & expertise

Master's student or equivalent capacities.

Proficiency with MS office tools and a good command of MS Excel required.

Strong analytical skills and process improvement abilities.

A highly motivated person, comfortable working autonomously, pro-active problem solver, collaboratively, well organized, and willing to learn.

A perfect command of English and French with strong writing skills.

Nice to have

A previous international experience is valuable.

Technical experience with implementing Yammer or other O365 tools as internal communications tool

Other languages, especially Spanish, are a plus **but not required**.



Applications for this vacancy are accepted on an ongoing basis

If you are interested in this position, please send your **CV and Cover letter** to recruitment@hinicio.com with the subject: **Global Support Intern - BE**

About Hinicio

HINICIO is a strategy consultancy firm specialized in energy transition and sustainable mobility. We are recognized as a leading player in the hydrogen field in Europe and the Americas.

For more than 15 years, HINICIO has been working across the entire value chain helping the industry overcome the challenges and unlock the emergence of hydrogen as an energy carrier.

Our client base includes industrial companies (energy & utilities, automotive manufacturers, tier-one suppliers...), innovative SMEs, investors, or regional, national, and international organizations.

In addition to hydrogen, HINICIO supports its clients on a broad range of energy transition and zero emission mobility technologies.

HINICIO is strongly internationally-minded: our headquarters are in Brussels and we also are present in Paris, Rotterdam, Bogota, Santiago, Mexico, Beijing and Washington D.C.

We have run missions for 15 years in Europe, Latin America and the Caribbean, Asia, North America and North Africa. Our team include both a young team of bright individuals and senior experts with a strong industrial background. We are all very proud to be part of the energy transition and very motivated to take up all the challenges around it.

We favor diversity and gender equity among our teams, which are composed of engineers, economists, energy & environmental policy experts, and count more than 12 different nationalities.