



## **LEONARDO/ERASMUS JOB OFFER, FOR A BRUSSELS BASED COMPANY**

### **WOULD YOU LIKE TO...**

**Live and work in Brussels, capital and heart of Europe?**

**Explore the world of international travelling, translation, visa, legalization, export management and welcoming services?**

**Discover an international environment office?**

**Learn an expanding business?**

**Work in a young and motivated team?**

### **IF YOU ANSWERED YES TO ALL QUESTIONS**

**YOU SHOULD CONTACT TRAVISUM...**

#### **WHAT'S TRAVISUM?**

TRAVISUM is an outsourcing company serving major travel tour operators in Benelux as well as travel agencies. We also work with exporting companies, multinational corporations, EU institutions and organizations, NGO's and private citizens; they all go through our services for obtaining their visas (professional visa, business visa, tourist visa, student visa, transit visa, trade mission, and government mission), legalizations, free and sworn translations. We counsel companies to export and plan new market penetration and organise effective welcoming services for Belgium based meetings. **TRAVISUM works to effectively reduce the time associated with organising travel matters.**

#### **WHAT WILL BE YOUR TASKS?**

1. A professional and excellent online, on site and telephone support attendance, to all TRAVISUM customers.
2. A fast, efficient and perfectionist translation service of official documents, texts, brochures, clients promotional materials for export markets, websites, administrative and academic documents, and completion of all kind of forms provided and required by consulates and embassies.
3. Supervise customer's visa and legalization application process from the receipt of documents through successful lodging, including the handling of lodging rejects. Serve as the voice of TRAVISUM to the client regarding any post-lodging communications. Review order forms, request and ensure that the necessary documents are obtained from traveller and submitted to the relevant Consulate or Embassy in order to ensure that the Required By date is met.
4. Assist clients on visa processing challenges, creating and implementing solutions to overcome possible inconveniences.
5. A teamwork and coordination job with all other members of TRAVISUM.

TRAVISUM works and offers services on following languages: French, English, Dutch, Spanish, Portuguese, German, Arabic, Chinese and Russian.

#### **IT COULD BE YOU, IF ...?**

You have the possibility to apply for a scholarship from ERASMUS / LEONARDO EU Program or a similar organization (since the internships are unpaid). For more information see the website:

[http://ec.europa.eu/education/programmes/leonardo/leonardo\\_en.html](http://ec.europa.eu/education/programmes/leonardo/leonardo_en.html)

Studying or have studied preferably translation and interpretation (at least in two of the following languages: RUSSIAN, ARABIC, ENGLISH, FRENCH, DUTCH) communication, marketing or business administration.

**If you answered 'yes' to all points, we would like to receive your letter and your CV in English and French at [info@travisum.com](mailto:info@travisum.com).**

[www.travisum.com](http://www.travisum.com)

**Chaussée de Vleurgat, 30 (Quartier Louise)**

**1050 Brussels**

**BELGIUM**

**Tel. +32 2 649 99 04**

**Fax. +32 2 706 57 07**