

**Position details**

Position: Junior J-1 Visa Program Coordinator

Location: Amsterdam, The Netherlands

Start: Asap

Schedule: 40 hours per week

Vacation Days: 25

**Company Profile**

Stage-Global is a mediation agency located in Amsterdam that strives to make dreams come true by arranging internships and traineeships in the United States, Australia and various locations in Europe. The dynamic start-up was founded in 2010 and has been growing rapidly ever since. Programs we offer are: Internships & Traineeships, J-1 Visas, Work & Travel, Au Pair, Short Training and Language Courses. Besides connecting our participants with companies abroad, we also offer additional services like visa support, housing assistance and more to guide participants through the exciting process of going abroad.

**Junior J-1 Visa Program Coordinator**

Stage-Global is looking for a motivated individual to fill a key role as Junior J-1 Visa Program Coordinator for our international internship and traineeship placement programs. You will be a key contact between candidates, companies abroad, and government immigration agencies. If you want to be part of an enthusiastic team of internationals in Amsterdam that help create experiences of a lifetime, apply today!

Tasks & responsibilities include but are not limited to:

- J-1 visa coordination: manage and process the J-1 visa application for international interns/trainees and communicating with U.S governmental agencies, host businesses and candidates on a daily basis
- Process Optimization: Manage and update business operations to increase workflow
- Business administration: Handle a variety of administrative tasks in order to ensure smooth operations within the team
- Intakes: Interview applicants (on Skype or in person) from a wide variety of backgrounds in order to determine their eligibility for Stage-Global's programs

**We are looking for:**

- Good organization and detail oriented skills are key for this role
- Bachelor Degree in either Business, Tourism, Law or HR
- Fluent/Native in English and or German. Dutch is a plus
- Flexibility is important (we occasionally work outside normal 9:00-18:00 hours)
- Internationally-orientated / has spent some time in the US/Australia
- The ideal candidate lives in Amsterdam or close by

**Apply:**

You can send your resume and motivation letter to Andries Bonneur – [abonneur@stage-global.com](mailto:abonneur@stage-global.com)