Would you like to…

- Live and work in Brussels, capital and heart of Europe?
- Explore the world of international travelling, translation, visas, certification, and export management?
- Work in an office with an international environment and a young and motivated team?
- Discover working in an expanding business?
- Develop digital skills?
- Learn how to use Google for international collaboration, project management, and marketing purposes?
- Gain experience of intercultural management through daily visits to international embassies across Brussels (Russia, China, India, Africa, Middle East...)?
- Experience first-hand practice of quality management processes?

Want an internship that demands creativity, initiative, and a large amount of responsibility from the offset?

What is Travisum?
TRAVISUM is an outsourcing company serving major travel tour operators and agencies in Benelux. We also work with exporting companies, multinational corporations, EU institutions and organisations, NGOs and private citizens, all of which rely on our services for obtaining their visas (professional visa, business visa, tourist visa, student visa, transit visa, trade mission, government mission), in addition to certifications, and free and sworn translations.

What will you be doing?

- Giving professional online, on site, and telephone support to all Travisum customers
- Undertaking a fast, thorough, and efficient translation service of official documents
- Supervising customers’ visa and certification application processes, from the receipt of documents through to the successful drop off, including the handling of complex and rejected applications
- Reviewing order forms, requesting the necessary documents and ensuring that they are obtained from the client, submitting visa requests to the relevant Consulate or Embassy, whilst consistently ensuring that application deadlines are met
- Assisting clients with challenging applications, as well as proposing and implementing solutions to overcome potential obstacles
- Working in a team and coordinating with colleagues

There is the possibility of applying for a scholarship to fund this internship through the ERASMUS and ERASMUS+ programme. For more information please visit the website:

https://www.erasmusplus.org.uk/apply-for-funding