



Office Management Internship BELGIUM, Kortrijk

A little bit about Edgard & Cooper:

Once upon a time, our founders wanted to feed their dogs - Edgard and Cooper – pet food they could feel good about. The kind of food that was as good for the planet as it was for their pets. But they couldn't find anything that was quite right. So...to cut a long story short, they decided to make their own!

Today, 4.5 years later, Edgard & Cooper has sold over 5 million bags of food, hired over 100 people across Europe and made lots and lots of dogs & cats (and their owners) feel good!

A little bit about us:

We call ourselves 'the pack' because we stick together. That means we're a bunch of nature-loving, animal-adoring, purpose-driven pals! Working here means working in an international and supportive team in which everyone has a voice. We're big fans of curiosity and learning on the job, and we love people who take the initiative.

So if you want to join a fast-growing team that's REALLY making a 'pawsitive' difference, you've come to right place!

What type of breed are we looking for?

We are looking for an enthusiastic pet lover to make our employees even more happy at the office. Someone who's not scared of jumping into the unknown, who dares to take risks and initiatives, an office intern who works efficient and autonomous.

As our office intern you will be involved in all office tasks from A-Z. Next to this, you'll get the opportunity to participate in lots of unique projects and organize events. Do you like to be social and creative? You speak fluently English as this is our main language in most of our communication? Then you are the one we are looking for!

What will be in your bowl?

- Supporting our office manager in daily tasks
- You put a smile on the face of whoever enters our office
- Organizing office socials and big (global) or small (local) events
- Creating a pawsitive environment at the office
- Our team is growing fast: you support our People department in attracting the right people
- You're looking for an internship that combines different departments? We can definitely investigate this!

What treats do we have for you?

- We have dogs in the office every day!
- Lots of snacks for employees (&pets) in the office
- A fun and supportive working environment
- The opportunity to learn lots about office management
- The opportunity to really make an impact!
- Edgard & Cooper is a fast-growing company, giving you the opportunity to learn and to develop yourself!

If the above sounds like you and you feel excited about it, apply via email attaching your CV and cover letter: tiffany@edgardcooper.com – I'm looking forward to reading why you want this role!

Recruitment process: you will have a phone call with *the office mom*, Tiffany, followed by a final video interview with Tiffany and our HR Manager, Arne.

Equal opportunities: We believe the strength of a pack comes from its diversity. So no matter who you are, where you come from, what you believe in or what your dreams are, we welcome you and look forward to receiving your application.

Accessibility: Our HQ office and satellite sites are wheelchair accessible

For any other questions, please just don't hesitate to ask!

