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Think Tank

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## Intern for ACS team

Department: CF/ACS-EU

### Your contribution to something big:

Support for Resource Management in C Projects system:

- Task allocation (basic tasks, admin etc.)
- Project assignment
- Capacity analysis and assignment

Support for Team leadership and Project Management for Center of Governance Europe

- Update of team and management presentations
- Follow-up for team tasks (reporting, internal controls)
- Support for associates development (training needs, training reporting)
- Centralized documents and templates

### What distinguishes you:

Student (II, master I)

Technical skills (working with Office, tools)

Language: English B2

Independent way of working

Proactive

Attention to details

Teamwork

**Make it happen.**

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