



## Trainee for Quality Management (m/f)

February-April 2014 (12 weeks) / 30 hours p. w. / Vienna Headquarters

FOUR PAWS (<http://www.vier-pfoten.org/en/>) has been working for the well-being and protection of animals since 1988. Originally founded in Austria FOUR PAWS started working internationally in 1994. Our EU wide presence allows us to campaign and lobby more effectively, improving the lives of animals all over the world. Our vision is a world where humans treat animals with respect, empathy and understanding. We are offering an overview about the structures within an international NGO and are searching for a positive thinking personality with great affinity to animal welfare and with passion as soon as possible:

### Main opportunities:

- Supporting the Director of Quality Management
- Support of all international affairs concerning FOUR PAWS Quality Management
- Opportunity to get in touch with developing projects in the staff unit Quality Management
- Research in relation to international projects
- Supporting the project "FOUR PAWS Handbook 2014"

### Requirements:

- Very good English necessary to follow international information flow. German in verbal and written is an advantage
- Very good command of MS Office package and Internet research
- Highly motivated, driven and hands-on, open-minded and creative
- Charming personality and hands on character
- Ability to multi task, work independently and handle confidential data

### What we offer:

- Work experience in Headquarters of an international Non-Profit-Organization
- Work experience in Quality and Process Management
- A dynamic and pleasant working environment in a motivated team
- A fully integrated and respectful partnership within an international organization

### Practical arrangements:

The programme offers: fully covered travel expenses, insurance, free accommodation, food allowance (€200/month), pocket money (€120/month), linguistic and cultural preparation before the placement, ongoing support of MMS project coordinator.

### Contact details:

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Please submit your application by **Sunday 8th December 2013.**

