

Business Operations & Process Improvement Intern

Location: Amsterdam, Netherlands

Duration: 5–6 months (starting September 2026)

Hours: 32–40 hours per week

Internship Allowance: €500 per month

Supervisor: Javier Ortega, Partner

About Cheesecake Project

Cheesecake Project is an artisan bakery based in Amsterdam, bringing authentic Spanish cheesecakes to the Dutch market. We operate retail stores while expanding our B2B business and continuously improving our internal operations. We're looking for an intern who enjoys bringing structure, improving processes and taking ownership of real projects.

What you'll do

- Organise and improve internal documentation.
- Structure and maintain our Google Drive.
- Review and improve Standard Operating Procedures (SOPs).
- Support administration, purchasing and supplier management.
- Assist with invoice management and month-end administration.
- Support finance reporting and business operations.
- Identify opportunities to simplify and improve daily processes.
- Contribute to operational projects across the business.

What you'll learn

Hands-on experience in business operations, administration, finance support, project management and process improvement while working directly with one of the company's partners.

Who we're looking for

Students enrolled in an HBO or University programme such as Business Administration, Finance & Control, Accountancy, International Business or a related field. We value organisation, curiosity, initiative, attention to detail and good English communication skills.

What we offer

- Real responsibility from day one.
- Direct mentoring from a Partner.
- Exposure to different areas of a growing business.
- Friendly international working environment in Amsterdam.
- Monthly internship allowance of €500.