



5 - 6 months Business administration internship

ESPA UK

PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide students with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA.

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The company

This company which is in a FTSE 250 business have grown our revenue, profit and earnings per share for 25 consecutive years.

The ethos of the company has always been to create opportunities for its people to succeed. This has helped us to build an environment where hard work and success are rewarded. They are still starting new businesses and growing quickly. It is now a national strategic outsourcing and energy services business, working with customers to combine our services in multi-service or integrated facilities management packages.

The role

Due to its fast growth, the company has to face an increasing number of new inquiries. This internship will encompasses all business administration functions require to guarantee a good customer relationship management.

Start

February- March

Duration

6 months

Location

Bristol, the biggest city of the west of England, is a very young city where the company's team is keen to show you around.

Language

A native European speaker, the student is required to be fluent in written and spoken English.

Essential Skills

- Ability to work under pressure.
- Excellent phone communication skills.
- Confident and diligent.
- Self motivation and highly autonomous.
- Have good time management, with an ability to prioritise.
- Analytical skills.
- Competent in Microsoft Office/Word/Excel.

Tasks

- Manage the customers relationship
- General office administration.
- General support to the commercial team
- Liaising with all relevant parties to ensure all information is captured.

Benefits

Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. Having a car would be beneficial.

How to apply

Send your CV to madeline@espauk.com (a cover letter would also be appreciated and quote the reference code MIT1612).

You will receive an email to confirm the reception of your application as well as the next steps.

This is a FREE service to students to find quality internships in UK host companies.

Are you eligible?

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