



6 Month Internship in the UK

ESP0708

Come and help ESPA grow!

Are you dynamic, confident and hard-working?

Do you have a passion for business and love HR processes?

Could you call potential host companies to discuss the advantage of taking on an intern?

Do you have excellent IT skills?

Could you re-invigorate our marketing materials and approach?

Do you understand the power of social media and how to use it to reach out to students and businesses?

Do you speak English and one or two other languages fluently?

Would you like to spend 6 months in the beautiful and stimulating city of Bath in the UK?

If you can answer 'yes' to some or all of these questions, we'd love to hear from you.

Role

We have a vision for ESPA to be the best student internship business in the UK. Our interns are our best assets since they have the energy, drive and skills needed to help us reach our full potential. We are looking for an intern to be involved with all aspects of an international recruitment business.

Duration

6 months

Start date

October 2014

Location

Bath. A world-heritage city in the South West of England which hosts two great universities. It has wonderful cultural experiences and is just 1.5 hour train journey from London and a 15 minute train journey from the vibrant city of Bristol.

Languages

Fluent English required (written and spoken) and one or two other European languages appreciated

Tasks

- Take students through our registration process
- Check CVs, contact students, interview candidates
- Keep paperwork up to date
- Develop and expand our relationships with universities across the EU
- Use social media and other methods to promote vacancies and enhance ESPA's profile among students
- Improve and expand our marketing activities
- Be a key part of the happy, hard-working ESPA team

Personal skills

- Good communicator, both written and oral
- Excellent time management skills
- A willingness to learn and be part of a team
- Work to instruction and on own initiative
- Confident on the telephone

Benefits

Suitable accommodation sourced by ESPA

Accommodation, all utility bills and commuter travel covered by ESPA

Potential for further UK and European travel

Attendance at networking and training events

How to apply

Please send your CV (in English and as a PDF) to madeline@espauk.com and quote the reference ESP0708.

This is a FREE service to students.

Are you eligible?

ESPA vacancies are open to all EU passport holders who are able to travel to the UK for educational purposes.