



6 Month HR, Dutch speakers (preferable) Internship.

SACH2610

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 and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates 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: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

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

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

The Host Company

The company is a Serviced Apartment provider, who opens the doors to 30,000 stylish, serviced apartments in over 220 destinations worldwide. The serviced apartments offer a spacious, great value alternative to a hotel. The company works with organizations, large and small, providing temporary housing and serviced apartments for business travelers, relocating executives and project groups.

Their head office is based in Bristol, but they also have offices across the UK, and Jersey.

Role

HR Administrator. The intern will be supporting the HR function of the company, and specifically helping with a project to open up a new office in Amsterdam in 2016.

Duration

6 months

Location

Bristol. One of the UK's most vibrant cities, with two universities, culture and a great night life.

Languages

Fluent English, with Dutch preferred.

Start date

January 2016

Tasks

- Working on the Opening in Amsterdam (incl. payroll, recruitment).
- Provide administration support to the recruitment process through all stages.
 - Forwarding CV's to the Recruiting Manager.
 - Drafting employment pack together for new starters.
 - Add new starters on People (HR Software).
 - Check eligibility.
 - Put together Induction Folder.
- Process starters, leavers and changes information for payroll.
- Upkeep personal files, records and databases including inputting and updating records and producing management reporting information as required. General filing (online) as required.
- Compile training folders and personal folders as required.
- Log information on People (HR Software); completed training, new starter info, eligibility etc.
- Any other ad hoc tasks.

Personal Skills

Essential:

- Experience/understanding in HR in the Netherlands
- Interest in HR

Desirable:

- Started studying towards HRM degree or similar

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to madeline@espauk.com with the reference code **SACH2610** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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