



6 Month Business Administration Internship (MITDA1603)

PLEASE READ CAREFULLY BEFORE CONTINUING.

European Student Placement Agency, Ltd (ESPA UK) 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 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 be a registered student and/or have Erasmus+ status to be eligible for our internships. Any student who is unsure of their situation should check with their university before applying. Non-EU students can also apply if they are studying in the EU and can get an Erasmus+ grant/status for the entire length of the internship.

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

This host company is a UK leader in its sector. They help companies in various ways including facilities management solutions, energy needs and building solutions.

Role

As a member of a newly formed data team within the Clean Environments Division, you will be responsible for collating and inputting financial and payroll data into a new system that will improve the efficiency and effectiveness of field based managers.

Location

Bristol

Duration

6 months

Start date

Flexible

Languages

English should be B2/C1

Tasks

- Undertake data input tasks defined by your line manager, including but are not limited to:
 - Ensure systematic and accurate keying of financial and payroll data into the new system
 - Maintain relevant spreadsheets timely and efficiently
 - Keep abreast of organisational changes and developments and updating records where necessary
 - Sharing ideas and information with seniors and team leaders
 - Taking responsibility for and be actively involved in your personal development and career progression
 - Supporting the development of training materials, prior to being sent out to the business
- Actively participate and engage in regular team meetings

Personal Skills

- Bachelor in Business administration or similar
- Ability to build and maintain relationships
- Effective communication skills – tailor styles for the appropriate audience, strong verbal and concise written
- Excellent computer skills with a good understanding of Excel to produce useful MI
- Ability to manage own workload, multi task with prioritisation skills, work well under pressure and use own initiative
- Ability to work to deadlines and targets
- Understanding of change in a fast paced environment

How to apply

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

STEP 2) Please, log in to your account in <http://www.espauk.com/students/student-application/> and then click on the button **APPLY** next to the vacancy name.

If you have any problems applying for this vacancy please email us at: apply@espauk.com and in the subject please indicate the Name + the code of the vacancy you have issues to apply to.