



Apply here

Start date

As soon as possible

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

London, England

London is the capital and largest city of England and the United Kingdom. One of the world's most visited cities, it is steeped in history and culture. A city where you can eat fine food and experience great times, it has something for everyone.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is an exciting opportunity for an individual with a Business Administration and Finance background to assist an expanding company in the fast-paced media communications industry. Mentored throughout, you will assist in supporting both the Sales and Finance teams with their daily administration duties. Given early responsibility you will be a confident, enthusiastic person who can adapt quickly to a fast-paced business. Working in a team environment that has many extracurricular activities and celebrates success, you are guaranteed a great experience on both a professional and personal level.

Tasks

SALES

- Timely and accurate data entry and reconciliation of sales contract data in to CRM
- Preparation of post campaign reports, extracting information from campaign scheduling system to compare promised activity against actual activity
- Updating sales databases with changes to building/asset contracts
- Management of tenant database.

FINANCE

- Processing of supplier invoices including data entry, authorisation and comparing to purchase orders
- Assist in reconciliation of various sales ledgers and master contract summaries (sales and asset databases)
- Processing and reconciliation of staff expenses, bank statements and credit card statements
- Timely and accurate data entry and reconciliation of building/asset contract data in to CRM.
- General filing and administration.

Personal Skills

- A degree in Business Administration, International Business or similar with a finance module(s)
- Self-starter, ability to work on your own and within a closely integrated team
- Enthusiastic, confident and good communication skills, both written and oral
- Ability to multitask and prioritise workload
- Organised and accurate
- Ability to keep cool under pressure.

The Host Company

The host company, is the UK and Europe's leading digital office media company providing major office buildings with 'live', on screen information, connecting high flying executives to relevant content and top brand advertising. Their European network is now installed in over 300 commercial office buildings, reaching an audience of more than 900,000 per week. With offices in London, Paris and Frankfurt this company, with its young vibe and work hard play hard ethic, is going from strength to strength.