



# 6 Month Administration Assistant Internship

(CASAA2301)

## **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.

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 1000€-1200€ 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](http://www.espauk.com)

## The Host Company

There is a significant opportunity to **join a step out innovation and venture team** within a major corporation, operating in the field of **automotive and industrial lubricants**.

The innoVentures team is looking for an intern, who will be **part of an innovative team**, which has been running successfully for over four years building up several emerging businesses as well as an investment portfolio covering automotive and industrial sectors.

With their investments, they bring their supply chain relationships, global industry networks and extensive engineering resources to really help push great ideas through to businesses and consumers.

## Role

The team is looking for a flexible thinker, who can get to work quickly and can readily adapt to changing dynamics and situations.

The suitable intern will have strong relationship management skills and technical ability. They will work closely with senior colleagues to implement significant change in order to maximise business success.

This position will be **reporting into the Pipeline Manager** and will have direct responsibility to work closely with other Senior Managers to **ensure an effective and efficient execution of the daily operations**.

## Location

London.

# Languages

Fluent in written and spoken English (C1 min).

# Start date

March 2017.

# Duration

6 months.

# Tasks

- Execute the business operations strategy through the teams.
- Organise arrival of managers from other offices. Welcome them and introduce them to the innoVentures environment.
- Talk with stakeholders and senior managers about technical aspects of the various projects run by the team.
- Engage managers and staff to create a culture of continuous improvement, high quality of service delivered, safety and respect of all personnel.
- Deliver stakeholders' requirements at high standards.
- Make sure all tasks are fulfilled to a high level.
- Monitor, control and supervise several internal activities.
- Help drive efficiency increases within area of responsibility.

# Personal Skills

## Essential:

- Background in **Administration, Operations Management**, or similar.
- **Interest in technology and digital tools.**
- **Good organisation skills** and the **ability to work in team as well as independently.**
- **Good communicator**, both written and oral.
- **Excellent time management skills.**
- **Act as self-starters**, adaptive to change and can respond quickly and positively to revised scope and direction of activities.
- "Can-do" attitude.
- **Demonstrate high level of energy, drive, enthusiasm and commitment.**

## Desirable:

- Experience in event management and in hospitality sector.
- Willingness to be part of a progressive group of like-minded individuals searching for new ideas and developing new business models.
- Have a track record of successful teamwork with ability to work cross functionally.
- Passion for entrepreneurial 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: [innovate@espauk.com](mailto:innovate@espauk.com) and in the subject please indicate the Name + the code of the vacancy you have issues to apply to.