



6 Month Business Administration Internship

(MITBA1403)

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. It provides infrastructure consultancy, facilities management, property management, energy and healthcare services. It has a head office in Bristol and more than 200 smaller offices throughout the UK and Ireland. They help companies in various ways including facilities management solutions, energy needs and building solutions.

Role

As a member of the Business support team with the Clean Environments Division, you will aim at developing relationships with internal clients, understanding their needs and deliver high quality comprehensive administrative support to field based managers.

Duration

6 months

Location

Bristol

Languages

English should be B2/C1

Start date

Flexible

Tasks

- Understand the relevant systems to produce accurate Management Information to support the business support team leader in monitoring progress and forecasting results
- Actively participate and engage in regular team meetings
- Identify and escalate to the team leader a need for process change or re-engineering to ensure process efficiency
- Undertake all administration tasks defined by your line manager, including but are not limited to
 - Printing and posting of HR letters
 - Office based support
 - Administration relating to starting and leaving employees
 - Travel arrangements on behalf of managers
 - Audit monitoring and reporting
 - Place machine orders & repairs and any assets required for the contract
 - Maintenance of the extracted time and attendance system
 - Management of helpdesk calls
 - Processing of housekeeping sheets
 - Communications management (letters, emails to multiple employees)
 - To ensure systematic and accurate filing of contract information through the relevant systems
 - Maintain relevant spreadsheets timely and efficiently
 - Keep abreast of organisational changes and developments and updating records where necessary
 - To share ideas and information with seniors and team leaders
 - Take responsibility for and be actively involved in your personal development and career progression

Personal Skills

- Bachelor in Business administration
- 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, Word, Power Point 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.