



6 Months Business Administration Internship

AKKBA1905

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 in the UK. We work closely with our host companies to ensure the positions provide students 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: ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 600-700€ per month.**

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 company is one of the largest engineering consulting service providers in Europe with over 11 000 employees. This company offers engineering services to some of the biggest players in the automotive, aerospace, rail and energy industries.

Role

The HR team of this host-company is currently seeking an experienced and highly motivated administrative assistant to work under the supervision of their administrative department. The successful candidate will be in charge of office procedures related with the HR support.

Duration

6 months

Location

Bristol, the biggest city of the west of England, is a very young city where the company's team is keen to show you around.

Languages

English should be B2/C1

Start date

As soon as possible

Tasks

- Support newcomers' integration
- Interface with suppliers and service providers
- File and retrieve organizational documents, records and reports
- Maintain the office calendar (organise meetings, manage meeting rooms, prepare relevant documents)
- Organise social events
- Other ad hoc administrative duties

Personal Skills

Essential:

- A first experience in an administrative environment
- Practice of Microsoft Office
- Excellent writing skills

Desirable:

- IT literate
- Strong communication skills
- Interest in engineering industries

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 **AKKBA1905** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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