



6 Month HR & Business Administration Internship

ESPHR2704

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, which is more than the average salary for an intern in most EU countries.**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

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Role

We have a vision for ESPA to be the best student internship business in the UK. Our interns are our best assets since they have the energy, drive and skills needed to help us reach our full potential. We are looking for an intern to be involved with all aspects of an international recruitment business.

Duration

6 months

Location

Bath. A world-heritage city in the South West of England which hosts two great universities. It has wonderful cultural experiences and is just 1.5 hour train journey from London and a 15 minute train journey from the vibrant city of Bristol.

Languages

Fluent English required (written and spoken) and one or two other European languages appreciated.

Start date

June 2015

Tasks

- Take students through our registration process
- Check CVs, contact students, interview candidates
- Keep paperwork up to date
- Develop and expand our relationships with universities across the EU
- Use social media and other methods to promote vacancies and enhance ESPA's profile among students
- Improve and expand our marketing activities
- Be a key part of the happy, hard-working ESPA team

Personal Skills

- Good communicator, both written and oral
- Excellent time management skills
- A willingness to learn and be part of a team
- Work to instruction and on own initiative
- Confident on the telephone

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 **ESPHR2704** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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6 Month Business Developer Internship

ESPBD2704

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The business development intern will be work directly with host companies and managed by the founder and director of ESPA who has a proven track record in international business development.

Duration

6 months

Location

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Languages

Fluent English required (written and spoken) and one or two other European languages appreciated.

Start date

August/September 2015

Tasks

Directly in touch with the managing director you will be able to conduct a varied commercial approach including:

- Research potential new host-companies
- Use professional social networks to reach decision makers
- Use social media to get relevant information
- Participate in networking events
- Participate in exhibitions
- Call target managers to set up appointments
- Face-to-face meetings
- Follow up leads

Personal Skills

- Experience in business development in B to B
- Willingness to be a part of a varied sales approach
- Good communicator, both written and oral
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6 Month Business Developer Internship

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6 Month Marketing and Social Media Internship

Ref: BAB2704

ESPA UK

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The Host Company

The company is a language services company based in Salisbury, Wiltshire. It provides translation and interpreting services and also runs courses in English as a Foreign Language and in Arabic. It seeks an enthusiastic and motivated marketing graduate to support the Academic Director in the promotion of its language courses.

Role

This is a role that has been created by the company to lead the marketing and awareness of the organisation. The aim of the role is to generate real results in course attendance numbers. The ideal candidate will be at post-graduate level, but under-graduates with strong work experience will be considered.

Duration

6 months

Location

Salisbury - Located in the South of England, within easy travel distance of London, Bath, Bristol and Southampton, the city retains much of its historic past with timbered buildings, an Early English Gothic Cathedral, a thriving market, a buzzing Arts scene, museums and some of England's finest historic houses.

Languages

The student is required to be fluent in written and spoken English, Spanish would be an advantage.

Start date

July 2015

Tasks

- Assist in the development and implementation of the marketing plans to grow the volume of the business
- Assume responsibility for maintenance of the social media content of the company's website
- Update the website as directed to ensure that the content is up to date, appealing and relevant
- Support the Academic Director in all aspects of customer relationship management
- Provide general support in the administration of the School
- Provide marketing support as required to marketing of Translation and Interpreting of Arabic courses

Personal Skills

Essential:

- Degree in Marketing
- Familiarity with all aspects of social media
- Excellent written and verbal English
- Computer literate
- Enthusiastic and motivated individual keen to contribute to the growth of the business

Desirable:

- Previous practical experience of marketing, ideally of language related services
- Previous experience of website management, including knowledge of Wordpress

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