



## 6 Month HR and Administration Internship

(ESPHR2809)

### **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:** 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](http://www.espauk.com)

## The Host Company

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## Role

Due to the growing situation that ESPA is going through, we are seeking for a strong candidate with experience in Recruitment and the ability of working in a high demanding industry and environment. We are looking for an intern to be involved with all aspects of an international recruitment business as well as developing business administration duties.

## 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

High spoken and written English level is a must (C1/C2). Other language skills will be appreciated.

## Start date

As soon as possible.

## Tasks

- Take students through our registration process.
- Check CVs, contact students, interview candidates.
- Liaise with host companies and find the perfect candidate/s for their roles and needs.
- Keep paperwork up to date and computer record.
- 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.
- Other activities that might come due to the nature of a Recruitment position.

## Personal Skills

- Previous experience in HR or Recruitment.
- Good communicator, both written and oral
- Excellent time management skills
- Team-working spirit and personality.
- Willingness to learn.
- 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 [alex.fernandez@espauk.com](mailto:alex.fernandez@espauk.com) with the reference code **ESPHR2809** attaching your CV as a pdf file. A cover letter is always helpful.

## Are you eligible?

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