



ESPA

HR Administration & Communication Internship

(PROHA2908)

Apply here

Start date

Flexible 2017

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Basingstoke, England
A modern and fast expanding town offering exciting business and career opportunities within a bustling setting that also has great transport links, leisure and social experiences.

Are you eligible?

Are you a registered student?
Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

A Business Administration Internship within a multinational company.

The successful intern's work ethic and professionalism must match those of our globally successful client.

After training, the intern will manage the compilation of dossiers on applicants applying for various roles. Compliant, robust and timely references are required from various sources within a professional and meticulous process.

The intern role also requires the personal skills to manage the applicants through the application process.

Tasks

- Responsibility for the delivery of applicant dossiers
- Prioritising workload within team setting
- Provide compliant references from various sources
- Generate written requests for information
- Providing advice and guidance to applicants throughout the process

Personal Skills

- Self-motivated team member
- Organised and meticulous
- Excellent interpersonal skills
- Professional, tenacious and diligent
- Time management
- PC skills: Microsoft Office, Outlook, Word, Excel and PowerPoint

The Host Company

This division of a global company (€2.5bn turnover, 62,000 employees) partners with major companies in the aviation sector assisting in the recruiting of staff, namely pilots and cabin crew, delivering customer trust and loyalty earned across the years and this sector.