

**ESPA****Business Administration Internship** (INTHR1605)

Apply here

Start date

Flexible within the next 3 months

Duration

6 months

Languages

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

Location

Glasgow, Scotland

Scotland's biggest city has evolved over the last couple of decades to become one of Britain's most popular destinations. Steeped in history this culturally diverse city has great shopping, a buzzing nightlife and live music scene as well as being surrounded by some of the UK's most beautiful and rugged countryside.

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

This is a great opportunity for a confident communicator studying a business administration or similar related degree to gain practical experience in this fast-paced young at heart environment. Mentored throughout, in this multifaceted role, you will offer support to the centre manager in all aspects of administration including EU documentation, dealing with enquiries, hosting induction meetings and organisation of social and cultural events. You will also get the opportunity to research companies that could become future hosts and partners. For the selected candidate this all-round role will be rewarding, fun and challenging.

Tasks

- Creating information documents for future participants, including their work placement and travel instructions
- Conceptual work on our induction process for incoming students
- Assisting with group meetings and airport pick-ups
- Processing further enquiries of participants during their stay in the UK, e.g. booking taxis, giving advice on bank accounts, doctor appointments, UK SIM cards
- Organising and hosting group social and cultural events
- Handling paperwork related to EU grant funded projects accurately and in a timely manner
- Researching prospective new host companies and converting to leads on the CRM

Desired Skills

- Business administration, communications background
- Proactive and communicative personality with organisational skills
- Good eye for detail and responsibility of assigned tasks
- Work experience or activities outside formal education
- Knowledge of EU international mobility schemes
- A flexible approach
- Practical knowledge of Microsoft packages, especially Outlook, Word and Excel
- Practical knowledge of CRMs or ERPs an advantage

The Host Company

The host company is a specialist in delivering mobility projects in the framework of Erasmus+ and Lifelong Learning Programmes. Established over 16 years ago in Belfast, they have hosted thousands of participants from all over Europe, giving them great working experiences with local companies. Turning over £1million and now established in Scotland, this company is going from strength to strength. With a family atmosphere and work hard, play hard ethos, you are guaranteed a great experience.