



## ADMINISTRATION INTERNSHIP

REF. No. 1052

### About us

Our intern programme is a structured three month programme that aims to provide exposure and experience to a number of different areas of our consultancy business. Throughout the programme, you will gain first-hand an understanding of the operations of a consultancy firm, of the different clients that we are working with, and of the different types of projects that we support these clients to deliver. You will build a number of key transferrable skills that are core competencies for succeeding both in business administration and in the consulting industry, and we will work with you to tailor your internship where possible to fit the experience that you are looking to gain.

### Tasks

You will learn about the core processes that sit behind the face of consultancy, including but not limited to:

- event organisation
- supply management
- contract management
- office management

Examples of activities as part of this internship will include:

- scanning, filing and organising documents and files
- event organisation including room bookings, sending out invites
- ordering of stationery and office supplies
- diary management, organising meetings, booking train tickets and hotels
- managing contacts
- preparing template documents
- greeting guests and answering general inquiries
- assisting with proposals
- general office duties, e.g. watering the plants, collecting the post, emptying the dishwasher

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## Skills needed

A successful intern will:

- be enthusiastic about taking on new challenges, tasks and processes
- be happy doing a variety of tasks
- be used to working to tight deadlines
- be extremely organised and have excellent attention to detail
- be adaptable (as we are a growing organisation where priorities regularly change)
- be comfortable working with a diverse range of people
- be accustomed to having an independent workload
- demonstrate confidence with spoken and written English
- have excellent skills in MS Office (Word, Excel and PowerPoint)
- have a strong interest in (and ideally an understanding of) marketing, including social media

## Skills to be acquired

The core skills that you will build during your internship will include, but by no means be limited to:

- Communication with clients and colleagues
- Formatting and document presentation
- Time management
- Proof-reading
- Workload management
- Improved business English

## Duration of the internship

3 months

## Office languages

English

## Location

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London

## Financial support

Travel card expenses

## Office hours

Monday-Friday 9am - 5.30pm, 1/2 hour lunch break