



BUSINESS ADMINISTRATION INTERNSHIP

REF. NO. 1212

About us

Established in 2003 and now in its 15th year of successful trading, our technical recruitment company has offices in London, Manchester, Dubai and Abu Dhabi, which service a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine.

Number of employees

70

Tasks

- Gaining knowledge about our core industries through intensive research
- Assisting with the organization of the employee filing system
- Assisting with Employees engagement and benefits
- Communicating with German speaking candidates via telephone and email
- Keeping and creating records
- Maintain and updating filing systems
- Support the day-to-day efficient operation of the employees

Skills needed

- Studying towards a degree where your course is relevant to the internship.
- Must be bilingual English/German
- Good communication skills and the ability to work effectively as part of a team
- Computer Literate and has good keyboard skills
- Exhibits good numeracy skills
- Accurate, with good attention to detail
- Pro-active and works on own initiative

Skills to be acquired

You will learn to apply investigative research techniques, market and regional understanding together with improving your organizational and time management skills and how to work within a customer led organisation.

PRAKTIKUM IN LONDON



Duration of the internship

Minimum 3 months, preferably 4-6 months, no maximum lengths

Office languages

English

Location

Central London

Financial support

Expenses only

Office hours

Monday-Friday 9am-6pm, 1-hour lunch break