



Business Administration Internship

REF. NO. 1212

About us

Established in 2003 and now in its 13th year of successful trading, the company has offices in London, Manchester and Abu Dhabi, which service a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine industries. With a turnover approaching £25M and a multi-national workforce of 60 staff, the company is looking for an enthusiastic, striving intern to join their Marine team. 2015 has been a very successful year for the company, with new sectors and clients growing permanently. With a brand new office right by the Thames riverside and numerous international events planned, 2016 is a record year for the ever growing team with many more exciting opportunities to come.

Number of employees

60

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

PRAKTIKUM IN LONDON



- Accurate, with good attention to detail
- Pro-active and works on own initiative Knowledge of another European language is a plus

Duration of the internship

1 – 3 months

Office languages

English

Location

London

Financial support

£10 per working day for travel and food expenses

Office hours

8 hours