



COMPLIANCE INTERNSHIP

REF. NO. 1240

About us

Our company established in 2003 and is now in its 17th year of successful trading. We have offices in London, Manchester, Abu Dhabi, Prague, Valencia, Italy and Dublin which serves a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine industries. Our turnover exceeds £35M and we have a multinational workforce of 90 staff. We welcome any enthusiastic team player to join the organisation as a Compliance Intern. Supervised by the Contracts Manager, this role is a great introduction to Compliance within an International business.

Number of employees

90

Tasks

- Learning how to take internal and external inquiries over the phone
- Learning how to support various sales teamwork: audit and organization of data regarding contractors
- Helping daily audit as internal and regarding new placements and new clients
- Learning how to write contracts and issue contracts for the Stakeholders
- Research of international legal and administrative process
- Following up of clientele: answering phone calls, creating spreadsheets, attending meetings to ensure the good process of legal documents

Skills needed

- Studying towards a degree where your course is relevant to the internship
- Good communication skills and the ability to work effectively as part of a team
- Knows SQL language and how to handle big databases
- Computer Literate and has good keyboard skills
- Demonstrates a good level of English spelling and grammar
- Exhibits good numeracy skills
- Accurate, with good attention to detail
- Pro-active and works on own initiative

PRAKTIKUM IN LONDON



Duration of the internship

Minimum 3 months, preferably 4-6 months

Office languages

English

Location

London

Financial support

Allowance for travel and food expenses (10 pounds per working day)

Office hours

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