



BUSINESS INTELLIGENCE INTERNSHIP

REF. No. 651

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

- To gain knowledge about our industry sectors through extensive research of the aviation and automotive markets using search engines, expo show media, social media, and networking.
- To gain and grow professional confidence through communication with our clients, prospective clients, and candidates all over the world, using phone, email, and social media.
- To learn/enhance new/familiar software programs and apply within the workplace.
- To work with and learn from VHRs Divisional Director, and Sales Consultants, to gain familiarity and understanding of VHRs recruitment and sales processes.
- To assist with procurement of Airside IDs for our aviation candidates and clients.
- To understand logistics and general administrative support required within our business and specific to VHRs South Manchester team. For example, booking contractors' flights, maintaining filing systems, building reports, and supporting the day-to-day efficient operation of the office.

Skills needed

The ideal candidate for this role:

PRAKTIKUM IN LONDON



- 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
- Computer Literate and has good keyboard skills
- Demonstrates a good level of English spelling and grammar
- Knowledge of another European language is a plus
- Competent in projects and report writing
- Exhibits good numeracy skills
- Accurate, with good attention to detail
- Pro-active and works on own initiative

Skills to be acquired

Reporting to your manager this role is a great introduction to International Business Strategy with the opportunity to gain experience in researching, analysing and reporting on many dimensions of the organisation. You will learn to apply investigative research techniques, candidate analysis, market and regional understanding together with improving your organisational and time management skills and how to work within a customer led organisation.

Duration of the internship

1 – 3 months

Office languages

English

Location

Manchester

Financial support

£10 per working day for travel and food expenses

Office hours

8 hours