

PRAKTIKUM IN LONDON



BUSINESS MANAGEMENT INTERNSHIP

REF. NO. 1217

About us

Established in 2003 and now in its 16th year of successful trading, our technical recruitment company has offices in London, Manchester, Dubai and Abu Dhabi, which serves a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine.

Number of employees

90

Tasks

- Meet and greet guests to the London office
- Distribution of post and deliveries
- Support the Personal Assistant on personal administration
- Support the Personal Assistant on Company related task
- Producing documents, briefing papers, reports and presentations
- Recommending efficiencies/improvements in company processes
- Screening phone call, enquiries and requests, and handling them when appropriate
- Occasionally organising corporate hospitality for visitors and customers
- Assist in ad hoc duties as and when directed by management

Skills needed

- Studying towards a degree where your course is relevant to the internship
- Be self-motivated, highly organised and attentive
- Show willingness to assist with general business administration duties
- Fluency in English, both written and spoken

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. Additionally, you will improve your communication skills since you will be the point of contact for any guests to our London office.

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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