



BUSINESS DEVELOPMENT INTERNSHIP (ENGLISH AND GERMAN SPEAKING)

REF. NO. 1062

About us

We are a technical recruitment company headquartered in London supplying contract and permanent technical and professional staff to our clients within the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine sectors. We currently employs 75 members of staff across its offices in London, Manchester and Abu Dhabi generate a turnover of over £35M annually. The Company's medium-term aim is to grow to 100+ people and £40M+ turnover within the next 2-3 years.

Number of employees

75

Tasks

Your main responsibility will be to manage any tasks relating to our German clients on behalf of the VHR Sales Team in the aviation sector. In relation to this you will learn how to:

- Oversee data on the digital portal of the client
- Help create instructional documents for both German & English speaking workers
- Learn how to liaise with the German clients and candidates
- Learn how to translate a range of documents from English to German, which will increase employment knowledge and business operations skills.
- Provide support to account management
- Research active and passive candidates, help employment engagement, HR payroll

Other Training and Skills Will Include:

- Shadow the Sales team in relation to communicate with German and English speaking workers
- Increase Data input and compliance knowledge
- General Business Administration

PRAKTIKUM IN LONDON



Skills needed

- The right applicant will be an experienced user of Microsoft Excel, Office & Word
- They will be hard working, quick learning and able to work accurately and to deadlines
- They will be self-motivated, highly organized and attentive
- They will be able to demonstrate competency in general business administration duties
- Ideally, they will have an interest in corporate and employment law
- Fluency in German and English, both written and spoken is required
- The ability to talk confidently to professionals over the phone, from influential officials through to technical contractors, is also required.

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.

Duration of the internship

3-6 months

Office languages

English

Location

Central London (SE16 4RN)

Financial support

Food and travel expenses in the amount of £10 each working day

Office hours

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