



BUSINESS OPERATION INTERNSHIP

REF. No. 1035

About us

The Company is 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. They currently employ circa 70 members of staff across its 4 offices in London, Manchester, Abu Dhabi and Prague and 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

70

Tasks

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

- Oversee data on the digital portal of the client
- Help create instructional documents for both English & German 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 employee engagement, HR payroll

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 organised 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

PRAKTIKUM IN LONDON



officials through to technical contractors, is also required.

Skills to be acquired

- Shadow the Sales team in relation to communications with German and English speaking clients, contractors and employees
- Increase Data input and compliance knowledge
- General Business administration

This is a great opportunity for an enthusiastic and driven individual to work on across all areas of a highly exciting business. VHR strives to be different, to create the best environment for its staff and clients and ensure that “work” is a place you want to be.

Duration of the internship

3-6 months

Office languages

English

Location

London

Financial support

£10 per working day for travel and food expenses

Office hours

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