



## RECRUITMENT INTERNSHIP

REF. No. 090

### About us

Founded in 2005, incorporated in May 2009, ASB Internship Solutions Ltd. with its end user website [www.praktikum-in-london.de](http://www.praktikum-in-london.de), offers students the opportunity to find a work placement/ internship in London, Great Britain, as well as other locations around the world at an affordable price. Our company is a mediator between interns and companies.

Further we do provide accommodation possibilities such as student halls, house sharing or host families.

### Number of employees

3

### Tasks

#### ***Main Responsibilities:***

#### **Responsibilities – ASB Internship Solutions Ltd.:**

- Handle enquiries of the interns from the first email/phone contact to finalizing all paperwork
- Help students with questions before, during and after the internship
- Prepare and participate in the monthly get-togethers for current interns in London
- Research and contact new suppliers by email and telephone in English
- Update of the English and German homepage [www.praktikum-in-london.de](http://www.praktikum-in-london.de) through our content management system Typo3
- Research and contact new universities for the acquisition of new interns
- Update and grow our Social Media campaigns
- Database maintenance in Excel, Windows Explorer, and I-Taros© (CRM System)
- Post of internship positions on international job sites
- Preparation of a trade fairs to promote our services
- Attending internal company meetings
- Attending networking events in London



## Responsibilities – Student House Share Ltd. :

- Organisation of incoming accommodation requests and incoming accommodation offers
- Forward accommodation requests to the most suitable provider
- Liaising with accommodation suppliers
- Website maintenance – uploading of new accommodation offers
- Help implement social media
- Research new accommodation suppliers and help negotiate new contracts

## Skills needed

- Excellent communicator at all levels
- Organised and able to structure work effectively
- Fluent English and German (written and spoken)
- Be able to work in a team orientated environment
- Able to take on responsibility and the desire to take on own projects
- Highly detail orientated thorough for all admin work necessary
- Flexibility
- Ability to prioritise work and have a sense of urgency
- PC literate (Microsoft)
- Online marketing knowledge beneficial

## Skills to be acquired

- Administrative skills
- Organisational skills
- Communication skills
- Research skills

## Period

Min. 3 months

## Office languages

German

# PRAKTIKUM IN LONDON



## Location

35 Warple Way, London W3 0RX

## Financial support

No remuneration

## Office hours

Monday to Friday, 9 AM to 6 PM, 1 Hour Lunch Break

## Contact

Praktikum in London/ ASB Internship Solutions Ltd.  
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