



# 6 Month Business Administration & HR Internship (INTBA2704)

## **PLEASE READ CAREFULLY BEFORE CONTINUING.**

European Student Placement Agency, Ltd (ESPA UK) is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

**REQUIREMENTS:** ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to be a registered student and/or have Erasmus+ status to be eligible for our internships. Any student who is unsure of their situation should check with their university before applying. Non-EU students can also apply if they are studying in the EU and can get an Erasmus+ grant/status for the entire length of the internship.

**All interns coming to the UK for an internship experience must have work place accident insurance which covers them for the internship.**

**BENEFITS:** All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: [www.espauk.com](http://www.espauk.com)

## The Host Company

We are a 13-year-old Belfast organisation working closely with our European partners in delivering mobility projects in the framework of Erasmus Plus and Lifelong Learning Programmes. Over the last 13 years we have hosted thousands of participants from all over Europe in Belfast, managing all aspects of their mobility and work placement and have also had a PLM outgoing programme which sent unemployed graduates abroad for work experience.

We are well established in the local business community with a deep database of host companies who have worked with us. Our company offers a wide breadth of work placements as well as a high standard of accommodation for the duration of the mobility. Our participants come from Austria, Germany, Spain, Portugal, Italy and other EU countries.

## Role

As our BA/HR intern you will be part of a small, dedicated team managing EU-funded mobility projects. You will be responsible for the management and documentation of the interview process for incoming students. Furthermore you will get involved in group meetings and our day-to-day support of our international participants. We are also constantly working on the improvement of our induction process for new arriving students. You will be involved in

the conceptual work and get the chance to realise your own ideas. We are looking for a proactive and communicative personality who feels confident to work in an international busy work environment.

## Location

We are based in the University area of Belfast.

## Duration

6 months

## Languages

Good written and spoken English levels are required (B2 level onwards).

## Start date

Flexible

## Tasks

- Managing the interview process of future participants, including CV checking, conducting skype interviews and writing candidate profiles
- Creating information documents for future participants, including their work placement and travel instructions
- Conceptual work on our induction process for incoming students
- Assisting with group meetings and airport pick-ups
- Processing further enquiries of participants during their stay in the UK, e.g. booking taxis, giving advice on bank accounts, doctor appointments, UK SIM cards

## Personal Skills

### Essential:

- Business Management, HR or Communications background
- Good knowledge of Microsoft packages, especially Outlook, Word and Excel
- Proven work experience or activities outside formal education
- Fluent in written and spoken English and Spanish would be an advantage
- Proactive and communicative personality with organisational skills
- Good eye for detail
- A flexible approach

### Desirable:

- Further language skills
- Work experience in an international environment
- Interview experience

## How to apply

**STEP 1)** Please, register with us at <http://www.espauk.com/students/student-registration/>

**STEP 2)** Please, log in to your account in <http://www.espauk.com/students/student-application/> and then click on the button **APPLY** next to the vacancy name.

If you have any problems applying for this vacancy please email us at: [apply@espauk.com](mailto:apply@espauk.com) and in the subject please indicate the Name + the code of the vacancy you have issues to apply to.