



6 Month Services Management & Administration Internship

BABSE1306

The Host Company

The company is a **language services company** based in **Salisbury, Wiltshire**. It provides translation and interpreting services and also runs courses in English as a Foreign Language and in Arabic. It seeks an enthusiastic and motivated student or recent graduate to support the Academic Director in the administration of its language courses and support of its students.

Role

The company is seeking a highly motivated and organised graduate, looking to gain experience of **administration and customer service and support in an educational environment**.

Location

Salisbury - Located in the South of England, within easy travel distance of London, Bath, Bristol and Southampton, the city retains much of its historic past with timbered buildings, an Early English Gothic Cathedral, a thriving market, a buzzing Arts scene, museums and some of England's finest historic houses.

Duration

6 months

Start date

Flexible

Languages

Good spoken and written English levels required (B2 onwards)

Tasks

As **Assistant Student Accommodation and Social Officer** you will:

- Help organise the provision of student homestay accommodation (including liaising with existing and potential providers, allocation of students, problems and complaints, payment of providers) and organise arrival and departure transfers.
- Help organise, promote and supervise the School's Social and Excursion Programmes

As an **Assistant Safeguarding and Welfare Officer** you will:

- Provide help and advice for students and follow up and resolve any issues raised
- Act upon student feedback through questionnaires, comments & suggestions, feedback sessions, etc.
- Maintain records of all communications and activities (with staff, students and clients) in order to keep information available to relevant staff members.

Regarding **Administrative and Marketing support** you will:

- Man the front desk (when required) and respond to telephone and email enquiries.
- Sign up direct (walk-in) students and accept tuition payments.
- Assist with organisation and management of school groups as well as liaising with overseas agents.
- Other duties related to administration, management or general marketing.

As the appointee gains experience in the job he/she will be expected to contribute to the review, update and audit of School policies and procedures to ensure compliance with the requirements of our accrediting organisations.

Personal Skills

Essential:

- Degrees related to Business Administration, Management, Marketing, Tourism or similar.
- Excellent IT skills (Microsoft Office).
- Strong organizational and management abilities.
- Ability to work under pressure and ability to multitask.

Desirable:

- Knowledge and experience in online databases (or willingness to learn).
- Other language skills.

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.