



ESPA

Services Management & Administration Internship

(BABMA2002)

Apply here

Start date

As soon as possible

Duration

6 months

Languages

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

Location

Salisbury, England

Known as 'the city in the countryside', the medieval City of Salisbury is surrounded by a landscape so typically English, it's almost too good to be true. With the skyline dominated by the famous cathedral, Salisbury has a many famous historic buildings. With a bustling shopping centre and plenty of eateries, bars and nightlife to entertain, the city has something to suit all tastes. A short distance from Stonehenge and less than 30 miles to the Blue Flag Beaches of Bournemouth, Salisbury is ideally situated to explore the surrounding countryside.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is an exciting opportunity for a confident, communicative, individual possessing the ability to multitask, to gain hands on experience in a Business Administration and Management. Mentored throughout, you will be responsible for the areas detailed below, as well as solving some simple IT issues. This is the perfect all-round experience for the right individual to showcase their talents in a real business environment, as well as gaining valuable working knowledge.

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
- Gather and evaluate student feedback, for example through questionnaires, comments and suggestions, feedback sessions
- Maintain records of all communications and activities with staff, students and clients in order to keep information available to relevant staff members

As Administrative and Marketing Support Officer you will;

- Take care of reception duties when required; for example, responding to telephone and email enquiries
- Register students who don't have appointments 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.
- Basic IT problem solving

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 solve basic IT issues
- Ability to work under pressure and ability to multitask

Desirable:

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

The Host Company

The host company is a young, innovative language school with a highly-experienced staff offering English courses to adults and young people from around the world. Between them, the teaching and administration staff have many years of language school experience both in the UK and many other countries. Being a small, family-owned and independent organisation, they can offer their students a very personalised service. The selected individual will contribute to their continued success.