ESPA

Business Informatics Internship (ASSBI2611)

Start date
February/March 2021

Duration
6 - 12 months

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

Location
Belfast, Northern Ireland
You will be working in Lisburn with a short commute from your accommodation in Belfast. Belfast is the capital city of Northern Ireland and over recent years has seen a period of significant regeneration and growth. The birthplace of the Titanic, this vibrant city has a buzzing nightlife and social scene with many cultural events taking place throughout the year. Close to beautiful countryside including 10 Game of Thrones filming locations and the famous Giant's Causeway, Belfast has something to suit all tastes.

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 a fantastic opportunity for a personable, methodical individual who can learn software platforms quickly and support users when needed, for this innovative leader in door and access solutions. Mentored throughout, you will help join various software platforms together by setting up a seamless extraction of data from one software platform, automatically converting this or reformatting this to suit an upload into another platform, in to improve user satisfaction. So, if you are confident in understanding different file types, manipulation of and keying in data, do not miss out! Apply today!

Tasks

- Data collation from Excel spreadsheets into key systems, including Microsoft VX, Microsoft Navision and Work Pal
- Understand the management systems and apply knowledge to disseminate to key users
- Collect and enter data into each system to ensure optimisation of the system
- Maximise current IT systems to ensure users can access the full benefits
- Group IT support, dealing with day to day IT queries
- Liaise with HQ IT support team for guidance and ensure procedures are followed correctly

Desired Skills

- Background in business or data analysis; ability to collect, organize, analyse and disseminate significant amounts of information with attention to detail and accuracy
- Strong Excel, VBA and SQL skills required
- Experience of a customer focused, process and data driven environment
- Good eye for detail; able to work in a timely, accurate manner and team player
- Methodical; orderly or systematic in thought or behaviour
- Knowledge of computer systems
- Articulate; report writing/emails to clients

The Host Company

Part of an international group totalling 47,500 employees and annual sales close to 7 billion euros, this host is the UK's leading supplier of safety and security door solutions across a range of markets including residential, business, the health, public and high security sectors. Offering the most comprehensive total door opening solutions of any manufacturer, this innovative company is seeking motivated individuals to continue their success and maintain their position as the market leader.