Business Administration Internship at Virtual Human Resources (Aerospace Team)

About us:

Established in 2003 and now in its 17th year of successful trading, VHR (Virtual Human Resources) has offices in London, Manchester, Abu Dhabi, Prague, Valencia, Italy and Dublin, which serves a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine industries. With a turnover approaching £35M and a multi-national workforce of 90 staff, VHR is looking for an enthusiastic, striving intern to join our German Aerospace Operations Team in London.

See our website for more information: www.v-hr.com

Description

VHR’s Aerospace Division work very closely with both designers and engineers of some of the most prestigious clients in Germany. Supervised by the Senior Business Administrator, this role is a great introduction to Administration with aspect of Human Resources within an International business.

Key Learning Objectives

• Gaining knowledge about our core industries through intensive research
• Assisting with the organisation of the employee filing system
• Assisting with Employees engagement and benefits
• Communicating with German speaking candidates via telephone and email
• Keeping and creating records
• Maintain and updating filing systems
• Support the day-to-day efficient operation of the employees

Internship Requirements

• Studying towards a degree where your course is relevant to the internship.
• Must be bilingual English/German
• Good communication skills and the ability to work effectively as part of a team
• Computer Literate and has good keyboard skills
• Exhibits good numeracy skills
• Accurate, with good attention to detail
• Pro-active and works on own initiative

Are you enthusiastic about this amazing opportunity? Do you recognize yourself in the profile above? Send your application to HR@v-hr.com today!

Please note that this is an unpaid internship we only offer allowance for travel and food expenses, accumulating up to £10 per working day.