Business Administration Internship (ESPA BA1502)

Apply here

Start date
April 2019

Duration
6 months

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

Location
Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences and festivals throughout the year.

Role
This is an exciting and busy Business Administration Internship providing an opportunity for an organised, responsible individual to gain all round practical business experience in this fast-growing organisation. Mentored throughout, you will assist the accommodation manager in sourcing and securing accommodation for incoming interns. This is a great opportunity to gain practical skills in a real business, providing a great addition to your CV and boost to your career aspirations. In a company that works and plays hard, you are guaranteed a great experience.

Tasks
- To ensure the CRM database is kept up to date with incoming and outgoing student information
- To source suitable accommodation within the host company’s criteria and budget
- Use negotiation skills when agreeing pricing with landlords
- Creating individual student accommodation information packs
- Ensuring compliance with landlords, for example ending tenancies on time
- To answer internal and external general enquiries
- Dealing with incoming and making outbound phone calls

Desired Skills
- Highly organised and calm under pressure
- Structured approach to workload
- Highly experienced with MS Office and CRMs
- Able to interpret information and data and present it in simple form
- Manage own workload and team priorities effectively
- Approach challenges with a “can do” attitude

The Host Company
This young hearted welcoming host is seeking to become the number one provider of quality internship experiences in the UK. With a unique business model, they can offer internships free of charge to students with companies in the UK ranging from global corporates to start ups and, in a whole array of disciplines. Rapidly expanding, they are now looking to get more quality host companies on board, who can not only offer a great experience, but also benefit themselves with students with the latest skills and knowledge.

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