



Apply here

Start date

March 2024

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 & [festivals](#) throughout the year.

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 and busy business administration role, providing an opportunity for a confident and sociable individual in a diverse and pivotal role. Mentored throughout, you will be involved in a range of tasks within the host's marketing and recruitment department, assisting with the continuous development of the company. 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

- Review new applications coming to the ERP system and update the system accordingly
- Assist the recruitment team with their administration tasks.
- Develop a communication process through the ERP system to keep candidates updated on their applications.
- Contact matching profiles of interest, for the recruitment team to review
- Administration duties such as CRM management, reports creation, email inbox handling
- Relationship management and development with customers for example, preparation of onboarding packages, student communication and relevant paperwork needed.
- Improve existing and find new promotion channels.

Desired Skills

- Business Administration degree or similar
- Confidence and good social interaction skills
- Knowledge of International mobility programmes
- Knowledge of CRM and email campaign software

The Host Company

This young hearted welcoming host is 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 offer interns a great experience in the UK.