

6 Month Product Development Administrator

(ALFPD2705)



PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

This company provides modern software built on open-standards that unlocks the power of business-critical content. With control that IT demands and simplicity that end users love, this company's open source technology enables global organisations to collaborate more effectively across cloud, mobile, hybrid and on-premise environments. Innovating at the intersection of content, collaboration and business process, **this organisation manages over seven billion documents for more than 1,800 customers in 212 countries, supporting 11 million users in their daily work.**

Role

The main purpose of this internship focuses in the successful administration of programmes for software development, IT, and office facility improvement projects as well as the effective administrative support for the Product Development Leadership team.

As a Product Development Administrator within the host company, you will take on a role allowing you to work with a dynamic group of people. Your ability to adjust direction in response to changing work situations, to accommodate different working styles, and to prioritize your own work will be key to your success.

Duration

6 months

Location

Maidenhead is a large affluent town and stunning area in the Royal Borough of Windsor and Maidenhead, in Berkshire, England. It lies south of the River Thames (although at Maidenhead the river runs north-south so the town is in fact on its west bank). Maidenhead is 25.7 miles (41.4 km) west of Charing Cross in London (40 min by train to central London).

Languages

Fluent in written and spoken **English**.

Start date

As soon as possible.

Tasks

Programme Support:

- Gathering progress information on projects/programmes for project/programme leaders
- Maintaining online content/information required for projects/programmes
- Communication of information about project/programme status to stakeholders
- Scheduling of project/programme review meetings, the communication of briefing info needed by those attending the meeting, recording and sharing of minutes and outcomes

Product Development Leadership Support:

- Arranging requested travel and processing expenses
- Planning events including celebrations, team building and offsite workshops

Other Responsibilities:

- Finding interesting venues and offset locations
- Raising purchase orders and coordinating the validation of invoices
- Assist in setup of meetings, including any logistics necessary

Personal Skills

- This is an excellent opportunity for someone early in their career interested in gaining experience in **Software Project/Programme Management**
- Excellent communication skills and ability to work with different levels of the organisation
- Self-starter who desires to show ownership, commitment to change, and contribute to continual improvement initiatives
- Strong team player
- "Can-Do" approach to a wide and rapidly changing workload
- Enjoys working in a fast changing environment that requires ongoing development

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to apply@espauk.com with the reference code **ALFPD2705** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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