



6 or 12 Month HR Administration & Recruitment Internship

CAPHR0703

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).**

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

Extra benefits

As most of European grants are no longer than 6 months the host company has agreed to offer also a payment of £350 per month in the **second half of the internship** (months 7 to the end) in addition to the regular benefits.

The Host Company

Ambitious, rapidly growing technology company based in Fareham/Hampshire, specialising in the design, manufacture and supply of specialised computer equipment. The company are looking for an under-graduate or a recent graduate to support the Human Resources Team.

Role

Currently looking to recruit an organized and creative **HR Administrator Intern**, who can support a busy and new HR department within a flexible **SME environment**. The host company is looking for a candidate who wants to make their mark, bring idea generation and value through their confidence and articulation skills, and who wants to set the benchmark for high expectations in the value that can be contributed through this role.

This role also requires a **very organized candidate who is able to prioritize effectively** and can plan long range in order to make sure we can meet the milestones expected as a department and provide comprehensive support to a busy and consistently growing business.

Duration

The company is looking to fulfil this internship for either 6 or 12 months.

Location

Fareham, Hampshire. Market town at the north-west tip of Portsmouth Harbour, between the cities of Portsmouth and Southampton in the south east of Hampshire, England. It gives its name to the borough that comprises the town and its surrounding area.

Languages

English should be high B2 or C1 at least.

Start date

July 2016

Tasks

- Support the administrative tasks surrounding the front end recruitment process of all roles advertised.
- Engage with a range of Recruiters, Local Universities and Placement Companies regarding all currently advertised roles and give updates on candidate's status.
- Keep up to date knowledge and notes in an organized manner to help understand the current status of all applicants coming into the host company.
- Write adverts to be cascaded on to our website and to external job boards and Recruiters to attract relevant candidates to our roles.
- Provide support during candidate interviews by booking rooms, updating Hiring Manager calendars, and supporting the logistics of the interview process at the host company.
- Support recruitment based events for the host company or in-house (assessment days), by adding value through idea generation and logistics planning.
- Supporting internal employee events (e.g. Christmas Party, Summer Events) for current members of staff by idea generation, logistics, working to budget and gaining intel of what events employees would like to have available to them.
- General Administration duties as required.

Personal Skills

- An Undergraduate or Recent graduate student studying a subject related to Business Administration/Human Resources.
- This role also requires a very organized candidate who is able to prioritize effectively
- Ability to confidently engage with a range of people
- Knowledgeable and competent user of Microsoft Pack (Word, Excel, PowerPoint, etc).
- An interest in HR and/or Recruitment.

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 **CAP0703** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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