



6 Month HR and Administration Internship

INTHR0104

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 in the UK. We work closely with our host companies to ensure the positions provide students 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: ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 600-700€ per month, which is more than the average salary for an intern in most EU countries.**

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

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

The Host Company

We are a 13-year-old Belfast organisation working closely with our European partners in delivering mobility projects in the framework of Erasmus Plus and Lifelong Learning Programmes. Over the last 13 years we have hosted thousands of participants from all over Europe in Belfast, managing all aspects of their mobility and work placement and have also had a PLM outgoing programme which sent unemployed graduates abroad for work experience.

We are well established in the local business community with a deep database of host companies who have worked with us. Our company offers a wide breadth of work placements as well as a high standard of accommodation for the duration of the mobility. Our participants come from Austria, Germany, Spain, Portugal, Italy and other EU countries.

Role

As our HR intern you will be part of a small dedicated team managing EU-funded mobility projects. You will be responsible for the **management and documentation of the interview process for incoming students**. Furthermore you will get involved in group meetings and our day-to-day support of our international participants. We are also constantly working on the improvement of our monitoring process for our participants. You will be involved in the conceptual work and get the chance to realise your own ideas. We are looking for a proactive and communicative personality who feels confident to work in an international busy work environment.

Duration

6 months

Location

We are based in the University area of **Belfast**.

Languages

High level of English is required (B2 onwards)

Additional languages desirable

Start date

July 2016

Tasks

- Managing the interview process of future participants, including CV checking, conducting skype interviews and writing candidate profiles
- Creating information documents for future participants, including their work placement and travel instructions
- Conceptual work on our monitoring process for incoming students
- Assisting with group meetings and airport pick-ups
- Processing further enquiries of participants during their stay in the UK, e.g. booking taxis, giving advice on bank accounts, doctor appointments, UK SIM cards

Personal Skills

Essential:

- Business Management, HR or Communications background
- Good knowledge of Microsoft packages, especially Outlook, Word and Excel
- Proven work experience or activities outside formal education
- Fluent in written and spoken English
- Proactive and communicative personality with organisational skills
- Good eye for detail
- A flexible approach

Desirable:

- Further language skills
- Work experience in an international environment
- Interview experience

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 **INTHR0104**, attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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