



6 Month Administration Support & HR Internship

(ABAHR2106)

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

The host company is a family owned residential & commercial property business, established over 40 years, in Didsbury, South Manchester. Their policy is to attract and retain clients actively seeking investments, whatever their needs are. They manage all sort of properties, studios, flats, apartments, houses and commercial property for rent in Didsbury, South Manchester, and the surrounding areas.

Role

The chosen candidate will be expected to support the day to day running of the office. The host company is looking for a skilled individual who can provide support in a variety of tasks associated with the lettings process and who, following training, can take responsibility for HR record keeping and support.

Duration

6 months

Location

Manchester is a city and metropolitan area in North West England. Its metropolitan economy is the second biggest in England and it's the third-most visited city in the UK. It is notable for its architecture, culture, musical exports, media links, scientific and engineering output, social impact, sports clubs and transport connections.

Languages

Fluent in written and spoken English (B2/C1).

Start date

August/September

Tasks

- Manage records of staff absence for leave, sickness and performance review systems
- Contribute to forecasting
- Liaise to ensure adequate staff cover to handle enquiries (phone, email, walk-ins)
- Ensure responsiveness to enquiries
- To manage & report on overheads budgets assigned by the Finance & Practice Manager on an agreed frequency
- Provide statistics in a timely manner to deadlines
- Ensure day to day administrative tasks are completed
- Arrange, allocate and where appropriate undertake viewings/appointments through the office management systems
- Support the Finance and Practice Manager in general administration requirements
- Understand the property management market and support the company in achieving competitiveness
- Support Commercial and Residential professionals in generating new business and effectiveness monitoring
- To support all tasks associated with the lettings process
- Other tasks as required by the role and overall business objectives of the organization

Personal Skills

- An Undergraduate or Recent graduate student studying a subject related to Business Administration/Human Resources.
- Previous experience in HR or Recruitment.
- Strong communication and negotiation skills.
- Strong organisation and administration skills.
- Flexible, adaptable and accepting changes.
- Excellent time management skills
- Team-working spirit and personality.
- Knowledge of property market would be a plus.
- Competent in MS Office software, particularly Word and Excel
- Hold full, clean driving licence from home country

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 **(ABAHR2106)** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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