



ESPA

Business Administration and Communication Assistant (ESPABA0304)

[Apply here](#)

Start date

June 2023

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 and 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

- Releasing targeted talent acquisition campaigns to target the right students.
- Relationship development with new and existing educational establishments
- Review new applications coming to the ERP system and update the system accordingly
- Assist the recruitment team on their administration tasks
- Contact matching profiles that could be interesting 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, development of an Alumni programme.
- Improving existing and finding new promotion channels
- Creating and scheduling content to support the marketing team to find new candidates

Skills

- Business Administration degree or similar
- Confidence and good social interaction skills

Desirable

- Knowledge of International mobility programmes
- Knowledge of CRM and Email campaign software
- Interest or knowledge in best practices for SEO and Google Analytics

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 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 not only offer a great experience, but also benefit themselves with students with the latest skills and knowledge.