

Sagitter Training

The company

Location	Sagitter Training, The Courtyard Office 1 & 2, Unit 10, 100 Villiers Road, NW2 5PJ, London
Contact	Project Manager, Priscilla Gatto Email: commercial3@sagittertraining.com
Type of Business	Educational Tourism
Professional Work Trainee will gain experience in	Customer service, administration, back office management, social media marketing

Trainee's profile

Language/s required	English, Italian
Faculty/Education	Languages, International Cooperation, Cultural Mediation, Law, Tourism, Education, Psychology, Social Media and Marketing
Computer Skills	Office package, email and use of main social media
Skills required	High level of English, team spirit, time management, organized flexible

Job description

Job content

Description of job:

- We offer an internship as Project Manager Assistant. The trainee will have a support function within the team. Thanks to the tutor, the trainee will achieve the ability to manage several services that Sagitter Training provides. The intern will take care of: management of admin and back office activities; services of welcome and greeting; quality control of accommodation and meals suppliers; managing relationships with customers and business partners; accompanying students to hosting companies. Furthermore, the trainee will help in the management of marketing activities (social media marketing, writing professional articles, participation at fairs and events).
- Notes (benefits, help in finding accommodation, required visa...)

Helping/supporting in finding accommodation.

Scholarships

Scholarships are available for graduate/master/undergraduate students. Refer to wea@unicatt.it for any request related to the scholarship regulation