

The company

Address

Careers & Business Relations, Regent's University
London, Inner Circle. Regent's Park, London, NW1
4NS

Type of business

University Administration

Professional work trainee will get experience in

Administrative skills, customer service skills, com-
munication skills, organisational skills, English
language skills, team work, IT skills

Internship dates

As soon as possible for a minimum of 3 months

Trainee's profile

Languages required

Good level of English - Level B2 (CEFR)

Education

Candidates should be currently studying at
university level

Computer skills

Must be computer literate, preferably having
used MS Office (particularly Excel and Outlook)
before

Required skills

Highly organised, excellent attention to detail,
ability to multi-task, good communication skills,
confident and welcoming manner.

Job description

Job content

We are currently seeking an unpaid intern (Applications are welcome from students who receive a traineeship grant under the Erasmus+ programme) to join the Careers & Business Relations (CBR) team. Based in a busy office environment you will be responsible for assisting the team, working closely with clients and team members to assist in coordinating client bookings and provide administrative assistance to the Operations team within the department. The role's primary focus is to be a first point of contact for clients and to provide administrative support to the CBR team. The duties of the role include a range of general administrative duties from attending phone calls, dealing with student enquiries and correspondence, data entry onto our career management system and spread sheets, assisting in designing marketing materials and helping organise events and workshops. You will also assist the Head of CBR, Senior Information and Placements Officer and CBR Team in administrative tasks and project work on an ad-hoc basis.

The ideal candidate must have a good command of written and spoken English - B2 Level of Common European Framework of Reference for Languages (CEF or CEFR) is required. Previous experience working in an administrative/customer service role is desirable. The candidate must be computer literate with the ability to remain highly organised and accurate while completing multiple tasks with minimal supervision and constant interruptions.

Notes

This is a full-time position and the placement will last a minimum of three months. This is an unpaid (Applications are welcome from students who receive a traineeship grant under the Erasmus+ programme) internship and we can only accept applicants with the right to work in the UK.

This role provides an excellent environment with access to a variety of employability skill improvement opportunities and professional careers advice. The intern will be monitored by two members of the CBR team and will be given continuous feedback on their performance and progression. Excellent opportunity to enhance administrative, customer service and English language skills.