

ADMINISTRATION AND STUDENT WELFARE POSITION IN THE UK – 6 months

The IBD Partnership is a British education and business consultancy working in Portsmouth, Brighton and Southampton. Last year, we extended our business in Ireland with two agencies in Limerick and Cork. We work with EU-funded projects and on average, we welcome around a thousand foreign students from more than 25 EU countries for their placement abroad.

If you are looking for a long-term internship in a fast-growing, international and interactive company in the UK, we have an offer for you!

We have a position for an internship within Erasmus+ programme in office administration and student welfare at our office in Portsmouth, UK. We are looking for a person who could join our team ASAP for 6 months.

Planned tasks during internship:

- Office administration and management;
- Documentation preparation and work with databases;
- Interaction with project participants during the official activities and also in the free-time;
- Business development research projects;
- Preparation of communication and marketing materials, mainly for social media.

Requirements:

- You must hold an Erasmus+ scholarship for Traineeship abroad;
 - Student at university or vocational education institution, or recently graduated;
 - Good English and German language skills, other European languages are a plus;
 - Some experience with administration tasks, as well as dealing with young adults.
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- Open personality: good communication and interpersonal skills;
 - Positive and solution-focused attitude;
 - Willingness to learn and enthusiastic;
 - Sometimes working in unsocial hours is required (this is agreed in advance);

If you are interested, please send your CV and cover letter in English to info@ibdpartnership.co.uk
There is no official end date, as we require the position to be filled ASAP.

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