



ESPA

HR Administration & Communication Internship

(PROHA1210)

Apply here

Start date

Flexible

Duration

6 months

Languages

Dutch, French or German speakers would be an advantage.

Good spoken and written English levels are required (B2 onwards)

Location

Basingstoke, England

A modern and fast expanding town offering exciting business and career opportunities within a bustling setting that also has great transport links, leisure and social experiences.

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 the perfect opportunity for an enthusiastic, communicative Business Administration or HR student to gain hands on experience in a multinational organisation. Mentored throughout, you will be assisting in the recruitment of pilots and cabin crew for major airlines, doing background checks and gathering key information about the candidates. After full training, you will have your own caseload, giving you additional responsibilities. This experience will be a valuable addition to your CV and provide a good foundation for a future career in Business.

Tasks

- Providing compliant references from various sources by calling referees and using third-party data providers
- Prioritising and processing workload within team setting, supporting the administration team
- Communicating with clients to gather information and business needs, delivering of applicant documents and dossiers
- Providing advice and guidance to applicants throughout the process
- Translating references if necessary

Personal Skills

- Self-motivated team member
- Organised and meticulous
- Excellent interpersonal skills
- Professional, tenacious and diligent
- Time management
- PC skills: Good understanding of Microsoft Office and CRM software

The Host Company

The host company is a specialist in pre-employment screening and vetting, assisting in the recruiting of staff, namely pilots and cabin crew, delivering customer trust and loyalty earned across the years and this sector. The host company has particular expertise in the aviation and transportation sectors and is a division of a global company (€2.5bn turnover, 62,000 employees) partners with major companies in the aviation sector such as EasyJet and WHSmith.