



Apply here

Start date

Flexible within the next three months

Duration

6 months

Languages

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

Location

Derry, Northern Ireland
Once listed as one of the Lonely Planet's top ten world cities, historic Derry is Northern Ireland's second largest city. Known as Ireland's Historic Walled City this popular tourist attraction emerges in a new era as an increasingly modern and lively base for students and businesses.

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 a fantastic opportunity for an organised, enthusiastic individual to gain an all-round business and customer service experience with a very specialist, fast growing business. Supported throughout, you will assist in the development and implementation of high-quality standards and procedures across a fast-evolving business, as well as carrying out various administration tasks to a high standard and in a timely manner. For the selected candidate this is a great chance to develop both personally and professionally within this fascinating niche sector.

Tasks

- Help develop the general business support function across several disciplines including HR, finance and marketing
- Help develop and document systems and procedures towards attaining ISO 9001 Quality Management standard
- Assist with the implementation of integrated business management software
- Customer management software and direct customer support services

Desired Skills

- Studying for a degree in business administration or related subject
- Good interpersonal and communication skills
- Attention to detail, organised and thorough and able to deliver to deadlines
- Excellent report writing and communication skills, including MS Office

The Host Company

The host company is a small, dynamic business undergoing rapid growth in the specialist international fire safety engineering sector with offices worldwide providing leading edge design, implementation and operational services to major international infrastructure owners and developers. It also has interests in the technology solutions provider industry relating specifically to the fire safety engineering sector.