

ITI - International Business Support & Recruitment Assistant

Start Date: 6th of January 2014

Duration: 6 months preferably 1 year!!!

The Host Company

The host organisation is a vibrant, independent member organisation delivering a range of services to facilitate and enhance trade. As part of its services, it offers its members guidance to develop internationally through the provision of business support on EU matters and the recruitment of international students.

The business support service, delivered by the organisation is aimed not only at its members but to the whole business community in the East Midlands. Supported by the European Commission the service is part of a network of around 600 partner organizations, active in over 50 countries across Europe. The network specialises in helping local businesses develop their connections to the rest of Europe. This is primarily achieved by providing information to businesses, for example on trade opportunities, developing partnerships and on understanding EU legislation.

This recruitment service is a means by which to further a company's international links with the introduction of skilled International students, who bring a wealth of cultural and linguistic awareness into the organisation. The service team actively seeks companies in the UK, to host an international student placement and then advertises the placements on its website and to universities throughout Europe. Placements are offered in various study fields and the service guarantees high quality placements.

The Placement

The host organisation is looking for an international student to help them deliver these two services and the successful applicant will be working in the international department, being involved in all areas of the services, which will provide him/her with and enhance a thorough understanding of international business.

For the business support service the tasks will include responding to enquiries by telephone, email and in person, update the website, formulate and attend business and networking events, research, prepare and write information fact sheets and news bulletins and actively research current issues which affect businesses that emerge from the European Union. The successful applicant will contribute to the continuous improvement of the service and work closely with strategic partners in the East Midlands and other deliverers of business support to expand this service.

For the recruitment service the host company is looking for a student wanting to gain experience in a high-paced, sales orientated, international recruitment environment. The successful candidate will be working on a programme for international undergraduate students and be part of a fast developing placement services team. Tasks will include promoting the service to business, universities and students, processing of applications, updating the website and general

administration tasks. Furthermore, the candidate will be speaking to applicants, meeting companies to discuss their placement requirements as well as advertising and promoting vacancies. With the acquired knowledge of the applicants and companies the candidate will be responsible for matching them together; making sure the placement is a success.

A fluent command of English and an excellent telephone manner are essential for both services. The organisation is looking for an outgoing, flexible and motivated personality, who will make this opportunity a success and will be of great benefit to the organisation! The task division between the 2 roles will be 50/50 and training and guidance will be provided.

The Ideal Student

- Has an excellent level of written and spoken English
- Is an excellent communicator with a confident, polite and professional telephone manner
- Has strong IT literacy including Microsoft Office applications and the use of databases and directories
- Internet research skills encompassing search engine querying
- Able to handle a large number of business enquiries on various topics
- Able to prioritise and to recognise what's important for the business
- Work to deadlines and to targets
- Experience in recruitment and working in a fast paced environment
- Business Development ideas and implementation of such
- Tenacious and resilient approach to desk research
- Has experience of working in an office
- Good understanding of European political and business environment
- Outgoing, flexible personality, self motivated & driven

To apply, register at www.ispo.co.uk