

Internship UK

Support Services Group Ltd

Company description: Security Industry Services

Job Title: Business Administration Support UK (Swindon)

Duration: 6 to 12 months

Company's website: www.ssg-net.com



Company activity

Support Services Group was established in April 2000 as a supplier of risk and security management services to the private and public sector, deploying hundreds of staff nationally and operating through its divisional structure, the Group maintains a national office network based in Swindon, and Glasgow.

Business Administration Placement Scheme

The trainee will be providing administrative support working in all areas of the business with the ability to specialise within certain departments Finance, Accounting, HR, Marketing, Operations, and Data Systems.

According to his interests and skills, the trainee will be involved in the current company projects in order to be developed as a professional individual, acquire and strengthen administration skills and business knowledge.

Essential Requirements

- English written & spoken
- Team player
- Interpersonal Skills
- IT skills
- Dynamic individual
- Ability to work on own initiative
- Social outgoing

Remuneration Details

- Accommodation: All facilities: dishwasher, washing machine, dryer, iron, Wireless broadband, SKY TV
- Gym membership
- Bike
- Company Events
- Support with Leonardo/Erasmus paperwork

Skills and competences to be during the stay in our company

- **Organisational skills:** ability to organize his/her work in an efficient way for either him/herself or for others, in order to achieve a certain objective.
- **Teamwork:** readiness to participate in a team as a totally integrated member.
- **Verbal communicative skills:** Ability to express ideas clearly in written form and with grammatical correctness.
- **Autonomy:** ability to assume responsibility by being completely in charge of a task.
- **Ability to analyse and solve problems:** being able to identify a problem, seek data relating to this and recognise relevant information, and find the possible causes of the problem.
- **Ability to make decisions:** Sharpness to take decisions, affirms opinions, take part in something or engage in a matter or tasks personally.
- **Negotiation skills:** Acquisition of strategies and skills which together will produce a satisfactory result. The ability to argue one's point of view and convince others.
- **Computer skills:** acquisition of computer skills using programmes specific to the work place.
- **Numeric skills:** ability to analyse, organise, and present numeric data, for example financial data or statistics.
- **Understanding of Business:** ability to comprehend the vital points of business which affect profitability and growth of a company and to act in an appropriate way to increase the chances of success.

Deadline and application

Email Cover letter and CV to alberto@ssg-net.com. We recruit all year long according to company's and applicants' needs. Therefore, there are no deadlines for sending your application.