

Business Administration Internship at Virtual Human Resources (Aviation & Automotive Team)

About us:

Established in 2003 and now in its 15th year of successful trading, VHR (Virtual Human Resources) has offices in London, Manchester, Abu Dhabi & Prague, which serves a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine industries. With a turnover approaching £35M and a multi-national workforce of 70 staff, VHR is looking for an enthusiastic, striving intern to join our Aviation & Automotive Team.

See our website for more information: www.v-hr.com

Description

VHR's Aviation & Automotive Division is working with teams and manufacturers at the forefront of high-performance Airlines and Motorsport/F1 racing around the world. In addition, we closely work together with both designers and engineers of some of the most prestigious clients around the globe.

Key Learning Objectives

- Gaining knowledge about our core industries through intensive research
- Assisting with the organisation of the employee filing system
- Assisting with Employees engagement and benefits
- Communicating with Rumanian speaking candidates via telephone and email
- Keeping and creating records
- Maintain and updating filing systems
- Support the day-to-day efficient operation of the employees

Candidate Requirements

- Studying towards a degree where your course is relevant to the internship.
- Must be bilingual English/Rumanian
- Good communication skills and the ability to work effectively as part of a team
- Computer Literate and has good keyboard skills
- Exhibits good numeracy skills
- Accurate, with good attention to detail
- Pro-active and works on own initiative

Are you enthusiastic about this amazing opportunity? Do you recognize yourself in the profile above? Send your application to **HR@v-hr.com today!**

Please note that this is an unpaid we only offer allowance for travel and food expenses, accumulating up to £10 per working day.