



Business Process and Project Management Internship

ALFBP1102

PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

EXTRA BENEFITS:

As most of European grants are no longer than 6 months the host company has agreed to offer also a payment in the **second half of the internship** (months 7 to the end) in addition to the regular benefits.

The Host Company

This host company has nearly 400 employees and offices in the UK, US and Australia. Through their open-source Enterprise Content Management (ECM) and Business Process Management (BPM) solutions, they are pioneering better ways to help their customers design and create automated processes around the business content they interact with every day.

The EMEA (Europe, the Middle East and Africa) Consulting Team are responsible for the delivery of the company activities projects across the EMEA region. The team currently has a blend of technical and business minded individuals providing full project implementation capability. The consultants operate out of the UK, France, Germany and Portugal.

Role

The host company is looking to create an Operations Team within the EMEA business to support the region with BAU operational tasks. The successful intern will report directly into the EMEA Consulting Director gaining exposure to multiple functions within the host company business.

Duration

6 months or 12 months (preferred)

Location

Maidenhead is a large affluent town and stunning area in the Royal Borough of Windsor and Maidenhead, in Berkshire, England. It lies south of the River Thames (although at Maidenhead the river runs north-south so the town is in fact on its west bank). Maidenhead is 25.7 miles (41.4 km) west of Charing Cross in London (40 min by train to central London).

Languages

English should be B2/C1 at least.

Start date

March 2016

Tasks

- Ensure timesheets/expenses are submitted on time and to the correct projects
- Set up Open Air projects
- Track and manage consulting sales order process (New Orders, Pipeline, Closed)
- Customer Satisfaction Pack Creation
- Adhoc administrative tasks
- Some travel may be required for this role

Personal Skills

- Resource Management
- Planning
- Business Process Management
- Multi-Project Organisation
- Strong computer language skills
- Project Management reporting

Essential:

- Business Engineering Degree – Business Computing Degree or similar
- Understanding of Business process fundamentals
- A desire to learn with a specific interest in Business Operation and Consulting
- Proactive
- Capable of working under pressure

Desirable

- Knowledge of Sales Force and Open Air

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to apply@espauk.com with the reference code **ALFBO1401** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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