

PLACEMENT OFFER FOR CURRICULAR TRAINEESHIP

Faculty of Philology, Translation and Communication

Master's Degree in Creative and Humanistic Translation



Receiving institution information

Institution name: Placement UK – Intergrad
(agent)

Field of business: Hospitality and fragrance &
beauty

City/Country: London, UK

Contact: e-mail: edu@placement-uk.com; website (to apply): <http://www.placement-uk.com/ops/job-NEW.php?id=1984&job=Travel-Administrator>

Job characteristics

Work period: Start as soon as possible

Duration of stay: 6-12 months

Financial support: £700/month

Job title: Travel Administrator

Job description

Responsibilities include the following: assisting the PA to the President with extensive Business/Personal travel including flights, train tickets, accommodation, cars and preparing itineraries, organizing visas for the President and other members of staff; ad-hoc administrative duties; to organize and book meetings, lunches and dinners for the President and other members of staff as necessary; to manage the President's incoming post, faxes and telephone calls; research information as and when required; perform reception duties in an efficient, professional and courteous manner. This includes general duties such as answering telephone calls, meeting and greeting visitors, booking taxis and courier services, coordinating meeting rooms, refreshments and post; to provide general support throughout the London office as and when required, being flexible and team-spirited; to be flexible in working hours as there may be times when work related to travel bookings will be required during evenings and weekends.

Requirements

Essential Requirements: studying towards a relevant degree; fluent in English, both written and spoken; good knowledge of Microsoft Office; ability to work under pressure.

Desirable attributes: strong organizational skills; strong interpersonal skills; an ability to eloquently convey complex ideas; ability to work within a team as well as being completely autonomous; self-motivated and eager to learn.

Further information

This company is looking for a bright administrative assistant to join their lively team in their London office - ideally someone who is energetic, organized and highly literate. In return the successful candidate will be provided with the perfect environment to further develop their skills and gain experience in a professional setting.

Company activity: the company is an international conglomerate with a very portfolio of businesses including hospitality, leisure, art, fragrance & beauty, property development and construction

Location: this company is set in Mayfair, London.

Remuneration details: a training allowance of £700 a month will be provided to assist with accommodation and subsistence costs. NB: This remuneration package is not negotiable under ANY circumstances. Any attempt by any applicant to re-negotiate remuneration will result in immediate and permanent withdrawal of our services.