

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: Human Resource Consulting

City/Country: Hemel Hempstead, UK

Contact: e-mail: edu@placement-uk.com; website (to apply): <http://www.placement-uk.com/ops/job-NEW.php?id=1958&job=German-Speaking-Business-Administrator>

Job characteristics

Work period: April 2017 onwards

Duration of stay: 6 months

Financial support: £700/month

Job title: German Speaking Business
Administrator

Job description

Tasks and responsibilities will be: using the internet to research contact details for job applicants' previous employers; phoning previous employers to establish the name and correct contact details and to give employment verification; producing written reference requests and dispatching them by email, fax or post; telephoning previous employers to request the prompt return of requested data in an acceptable format; utilizing an in-house database to track all activities and the progress of the background checking for applicants; providing telephone advice to job applicants throughout their process; identifying problems with the process and seeking to resolve them in an efficient manner; keeping the Team Leader informed of each job applicants' progress and highlighting any concerns within any missing pieces of information; working hours are 9am to 5pm Monday – Friday.

Requirements

Essential requirements: fluent in both spoken and written German; fluent in both spoken and written English; a clear and confident telephone manner with a friendly attitude; a strong character with a positive attitude; well organized and efficient person who follows instructions well; computer literate with MS Word, Outlook and Internet Explorer combined with fast keyboard skills.

Desirable attributes: fluent in one of the following languages - French, Italian, Spanish, any other Eastern European languages or Arabic; previous office based experience would be advantageous, a bubbly person and enjoy contact with customers and helping with their enquiries; experience in a customer service environment (bar, restaurant etc.); experience dealing with colleagues, clients and members of the public.

Further information

The company supports businesses who are hiring staff into security-sensitive environments by putting their new employees through rigorous background checks and it will be your job to make sure those checks are all correct. The company is working with companies of all sizes across the UK and internationally, including large multinational organizations; their mission is to consistently strive for excellence within the industry by combining the latest technologies and staff development, with a personal service that continues to deliver a proven success. This will be an excellent and very rewarding opportunity to join a diverse and vibrant team.

Remuneration details: You will receive a monthly allowance of £700 to cover your 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.