



Apply here

Start date

February 2018

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is a fantastic opportunity for an intern to use his/her project management knowledge in an international business. The Intern will have the opportunity to help the HR department, supervised by the HR director, for various projects. These will include the staff integration of a recently acquired business into the parent HR systems, auditing the cost of freelancer integration, implementation across the business of a strategic program promoting the collaboration between teams and the improvement of the Intranet/Career Page website.

Tasks

- Carry out an audit to find out how many individuals freelance for the company and assist in the implementation of a tool to monitor this moving forward
- Help to analyse and assess the cost implications of integration of new employees into the parent company's benefit package
- Assist in rolling out and overseeing specific psychometric testing tools to carry out an internal talent audit
- Use the findings to develop talent management strategies for future business planning
- Improving Internal HR Communications by updating the Intranet/Careers Page
- Presentation of task findings to management

Personal Skills

Essential:

- Degree in Business Administration, Management, Economics or related
- Strong analytical skills
- Experienced in using MS Office, particularly spread sheets
- Good organisation skills
- The ability to work autonomously in a team
- Good communication and presentation skills
- Demonstrate high level of energy, drive, enthusiasm and commitment
- Having a can do attitude.

Desirable

- Knowledge of statistical packages an advantage
- An awareness of psychometric testing
- Knowledge of WordPress

The Host Company

One of the global leaders in the media-industry who publish over 200 magazine titles a year, with nearly 500,000 global subscribers through their online platform and 48 million monthly web visitors. Their market leading portfolios are renowned for Technology and Gaming, as well as Music, Film, Photography, Field Sports, Science & Knowledge and the Creative & Design sectors.