

Administration Internships

Main duties:

- Supporting the sales team with word counting documents
- Supporting the sales team by conducting online research and preparing lists of potential customers
- Assisting with client database maintenance
- Answering the main phone line and directing calls as appropriate
- Filing and retrieving information and documents
- Recording or updating information using computer systems
- Photocopying documents
- Posting documents from the post office

Person Specifications:

- Good organisational and interpersonal skills
- Knowledgeable with Microsoft Office and other relevant programmes
- Good communication skills, both oral and written

Desirable:

- Educated to A Level or equivalent

What skills/knowledge could I gain/improve?

- General office administration skills
- Communication skills
- Microsoft Excel
- Organisation and prioritisation skills
- Time management and working to deadlines
- Knowledge of the translation industry