

Internship “Office management support”

Our company is based in Hove (Brighton) UK, only one minute from the beach. Our open positions are:

- 1 x early December 2007 - for a minimum of 4 months
- 1 x end of June 2008 – for a minimum of 4 months

We provide internships all year.

The tasks of the internship - Upstream Connections - include:

- telephone and email contact with our clients, designers, programmers, copywriters, other freelance contractors
- online and telephone research into competitors and generating new business leads in English your mother tongue
- Building newsletters + sending them out
- some translation of websites and other documents (from your mother tongue into English and English into your mother tongue)
- general office duties, e.g. answering the phone, post collection, office shopping, deliveries, bank...
- Research and implementations into “Green” Issues – make the office become a green office
- little accounting and keeping spreadsheets of invoices
- payments to clients

You should:

- be able to stay a minimum of 4 months
- be on the Leonardo/Erasmus scheme / or a British student
- be familiar with Microsoft Office, Open Office, Outlook Express, good Internet experience in general, Adobe Photoshop
- be able to speak good/very good English and ideally at least one more language

If you match those criteria please send your CV and cover letter to: workexperience@upstreamconnections.com, addressed to Steffi.

Also, please provide following information:

1. Exact dates when you can start the earliest and the last possible working day + length of stay
2. (Ideally) a landline number we can call you on for an interview + which days and times you are available for a telephone (or personal) interview
3. Your plans after your studies.

If you don't match those criteria please also go to www.interntown.com. This website provides work experience all over the world. It is a free service for everyone looking for work experience.