

INTERNSHIPS AVAILABLE

Business Administration Internship

An Internship is available as an office administrator assistant with a renewable energy company. The candidate will gain broad experience in various aspects of office administration. Candidates need to have verbal and written communication skills. Some of the tasks that the intern will be doing:



- Answering phones and taking messages or redirecting calls
- Using a variety of software packages to produce correspondence and documents and maintain presentations. Working with records, spreadsheets, and databases.
- Devising and maintaining office systems.
- Booking rooms and conference facilities,
- Ordering and maintain stationery and equipment.
- Sorting and distributing incoming post and organising and sending outgoing post
- Liaising with colleagues and external contacts to book travel and accommodation. Attending meeting and keeping notes.
- Organising and storing paperwork, documents and computer-based information

❏ **Minimum English Language Level : B2**

❏ **Length of Time : 2 months or more**

❏ **Location: Mallow, Co. Cork, Ireland**

❏ **Work schedule : Monday - Friday**

Email us for more information: whiteinireland@gmail.com

