

Position overview

Passionate about processes? Obsessed with providing the very best experience to customers? Then please read more! We are looking for somebody to join our operations team working on our intern in Britain programme. You'll spend around half your time out of the office visiting a variety of employers around London, and on occasion across the wider UK. The other half of your time will be spent helping international students fulfil their UK internship dream from our office on Kensington High Street.

What you're accountable for?

- Carry out site visits with employers and interns around the city of London and the wider UK where required.
- Communicate with BUNAC customers via phone, email & face-to-face.
- Advise participants on all programme-related aspects of their trip. This is to include but not be limited to employment, accommodation & travel.
- Administer and issue visa paperwork.
- Develop and maintain accurate database & record keeping.
- Become familiar with relevant Immigration rules
- Liaise with the Operations Manager in order that new developments can be considered, and continual assessment and improvements made to programme efficiency and level of service.

Other considerations

- You should feel comfortable with traveling around London, with the stamina to keep to a tight schedule for multiple days in a week.
- Commitment to and involvement in BUNAC's overall objectives.
- Give priority to quality of service in all dealings with BUNAC customers.
- The ability to work with initiative and manage high work load.
- Accurate, organised and strong attention to detail.
- A willingness to develop knowledge and understanding of all BUNAC programmes.
- A willingness to work within a structured office routine as well as the ability to accept variation from this routine when necessary.
- Attend and actively participate in regular team and 1:1 meetings

To apply

Please send your CV and cover letter to jobs@bunac.org.uk FAO: Adam Janaway – Operations Manager. Due to the high volume of applications expected, we are not able to confirm receipt of all applications. Applicants must have the right to work in the UK to apply. **Closing date for applications is March 15th 2019, however we will be interviewing immediately, so please do not delay your application.**

Position Details

Reports to: Operations Manager

Start Date: March/April 2018

Contract type: Temporary – 6 Months - Full Time

Salary: 18500

Values & Behaviours

- Passionate
- Explore Options
- Collaborate
- Effective Implementation

Knowledge & Experience

- Administrative skills, strong attention to detail and organisational skills
- Demonstrable strong written and verbal communication.
- Good interpersonal skills
- Ability to multi-task and work to tight deadlines

