Job Description:

GTW owns various business brands in Education, Recruitment & Business consultancy and training.

We have a variety of ongoing projects within Media, Marketing, Business Development or Recruitment and this may be a good opportunity for an intern looking to develop skills in one or more of these areas.

During the internship programme, interns have the opportunity to:
- Develop and make the most of your skills and abilities
- Receive ongoing training and support
- Be given responsibilities from your first day
- Manage and lead at least one project related to your degree course or career aspirations
- Be provided with continuous feedback from your mentor

Candidate Requirements:

Qualifications:
- Must be a student that is on course to complete an undergraduate or postgraduate degree course
- Experience within Recruitment, Education, Media or Marketing industry is preferred but not essential.

Knowledge, skills and experience:
- Must be Good with computers including MS Office and other online software
- Must be organised and have excellent time management skills
- Must possess good communication skills
- Must have a professional telephone manner
Preferably have gained previous experience within an office/professional environment

Person specification:
We are looking for someone that meets the following criteria:
Must be a good team player
Must be able to work on own initiative or with others on tasks with minimum supervision
They must be willing to further develop their written and spoken English during the internship  (For most international interns, the internship will be used to improve their English)
Quick learner - there is a lot to learn & a lot of experience to gain during this internship.
Ready for the challenge - no two days will be the same

<table>
<thead>
<tr>
<th><strong>Type of job:</strong></th>
<th>Internship</th>
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<tbody>
<tr>
<td><strong>Job open to:</strong></td>
<td>Students and Graduates</td>
</tr>
<tr>
<td>(as of start date)</td>
<td>As soon as possible</td>
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<tr>
<td><strong>Job Ends On:</strong></td>
<td>Not specified</td>
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<tr>
<td><strong>Compensation:</strong></td>
<td>Bus travel only</td>
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<tr>
<td><strong>Required languages:</strong></td>
<td>English (Conversational)</td>
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