

# Business Executive - Internship



## Business Executive Internship

The Business Executive Support position provides exposure to all aspects within the business arena during a 6 months internship. Experiencing several business functions, such as Operations, HR and Finance, whilst real responsibility is given, you will benefit from the greatest exposure to a broad range of working areas one can get in such a short time. If you want to boost your career in a friendly multicultural environment, where the best professionals with the right skills and abilities can work on special projects, we are the right choice for you. Are you the right choice for us?

What we offer is real life experience which can lead to real opportunities to the best ones upon completion. Prove that you are one of them!

## Roles & Responsibilities

### •Human Resources

- Recruitment & Induction
- Concierge Service
- ISO 9001
- Payroll

### •Finance and Accounting

- Data Analysis
- Invoicing
- Credit Control
- Financial Forecasting
- SAGE Accounting Software

### •ManPower

- Scheduling of Manpower
- T&A Systems
- Metrics & KPI Reporting

## Compensation & Benefits

### •Accommodation (All Inclusive)

Executive Professional Suite Located in Central Swindon, fully furnished with all amenities catered for,

- SKY Premium TV,
- WiFi Access,

### •Gym Membership

- Fitness Suite
- Pool
- Fitness Programs

### •Bikes

3iis promotes a smarter and healthier lifestyle. We provide a bike for the use commuting to work.

### •Company Events

Interns guarantee a fresh and young multicultural environment. 3iis encourages people to interact and have fun and that starts with our team! From an in-house "Google room" to exciting events, we are a hugely social company that aims to create the perfect balance between work and play, heavily emphasising a family culture where everyone is equal.

## Internship Offer

3iis Ltd, specialized in Business Admin Outsourcing, is now looking for undergraduates and freshly graduated professionals to support the business functions of its biggest client SSGC Ltd, operating in the security industry.

## Company Activity

3iis Limited (International, Intellectual, Interns) was incorporated in January 2015 from an idea based on the unique power an international intern offers to the UK business market. Before the formation of 3iis an intern model was run under a large Security Organisation which allowed the test bed of more than 150 interns from all around the world. 3iis is the evolution of this model to become a highly innovative and dynamic company where we crave interns ability to development at a phonetic pace suited to the career orientated person.

## Requirements

- Unique Individual
- Optimistic Approach
- Good English Written & Spoken
- Attention to Detail
- Good Organisational Skills
- ABILITY to Learn, Develop & Creative Ideas
- Ability to work independently & Make Decisions
- Flexible & Dynamic
- Career Driven
- Socially Outgoing
- 3 Musketeer's Motto



Are you ready for the challenge and a unique experience? Email your CV & cover letter to [sunni@3iis.uk](mailto:sunni@3iis.uk).

Our recruitment is ongoing!