

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Aeroprofessional Ltd
Address inc post code	Network House, Basing View, Basingstoke, Hampshire RG21 4HG
Telephone	+44 (0) 1256 487 888
Fax	+44 (0) 1256 362986
E-mail	James.leung@aeroprofessional.com
Website	www.aeroprofessional.com
Number of employees	11
Short description of the company	Aeroprofessional is an aviation recruitment specialist based in the UK serving airlines and aircraft operators around the world.
Other	

CONTACT DETAILS	
Contact person for this placement	James Leung
Department and designation / job title	Business Manager
Direct telephone number	+44 (0) 1256 487 888
E-mail address	James.leung@aeroprofessional.com

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Recruitment
Description of activities	The successful applicant can look forward to working in a dynamic Human Resources company where they will make a major contribution to the business. Our Recruitment Researchers help to find and place aviation job-seekers with our clients around the world. This includes airline pilots, cabin crew and other aviation workers. Due to the highly competitive nature of our industry, our teams work against challenging targets and very tight timeframes. Tasks and responsibilities for this internship will include:- • Searching through our internal candidate database for matching CVs; • Using various external databases provided by specialist third parties; • Networking with candidates to obtain recommendations and contacts for active job-seekers; • Placing job adverts with a range specialist aviation media, including websites; • Liaising with other airlines / aircraft operators with regard to possible surplus staff. • Dealing and responding to candidate email enquiries • Telephone interviewing candidates – checking for their suitability for the role • Carry out telephone referencing calls for our candidates with suitable referees • Gathering and compiling applicant documents
Location	Basingstoke, UK
Duration	Starting Jan 2012 / Feb 2012. Minimum 6 months
Working hours per week	Monday to Friday, 0830 – 1730
Accommodation (please select)	➤ We can assist with finding accommodation ➤ Student to make own arrangements
Details of financial and “in kind” support to be provided	GBP700 financial support provided per month
Other	We will contribute 50% for up to 2 weeks of Bed and Breakfast costs for the initial accommodation of the Intern

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Fluent English
Computer skills and level of skills required	• Excellent IT skills – must be a competent user of Microsoft Word, Excel, Outlook and Internet Explorer
Drivers license	N/A
Other	• Excellent organisation skills • Good work ethic • Respond well to tough targets • Able to work under pressure • Ability to communicate with internal staff at all levels • A friendly, positive can do attitude • Knowledge / interest in aviation, travel or world geography is a benefit

INFORMATION PROVIDED BY	
Name	James Leung
Department / Function	Business Manager
E-mail address	James.leung@aeroprofessional.com
Phone number(s)	+44 (0) 1256 487 888
Date	26 th October 2011

Please return this form by email to erasmus@britishcouncil.org