



JOINT INTERSHIP PROGRAM

<p>Student Eligibility requirements</p>	<p>General Office Admin and Researcher Intern</p> <p>We are looking for a proactive and organized General Office Intern to join our team remotely. This role involves a variety of tasks that support our daily operations and long-term projects. You will contribute to our efforts in expanding our network, managing data, and supporting marketing activities. This position requires good communication skills and the ability to manage multiple tasks efficiently.</p> <ul style="list-style-type: none">- Must be available to work from 8 PM Manila time for 8 hours from Tuesday to Friday and from 5 PM on Saturday for 5 hours. Days off are Sunday and Monday.- The work schedule for this position depends on the operational hours in Europe, resulting in varying work timings. However, to ensure proper planning and work-life balance, the schedule will be provided at least one week in advance. This arrangement allows for flexibility and preparation, accommodating the differing time zones and ensuring seamless collaboration with our European counterparts.- You must have your own laptop or PC, not a tablet or mobile phone, that can connect to the internet. The internet speed must be sufficient to handle online meetings. Additionally, you must have a mobile phone that can install apps like WhatsApp, Viber, and Telegram.- Proficient in Microsoft Office or Google Workspace.- Experience using Google Drive or similar cloud storage platforms.- Good written and verbal communication skills.- Must be self-motivated and able to work independently with minimal supervision.- Currently enrolled in or a recent graduate of a Business Administration, Marketing, Communications, or related degree program.- Strong research and analytical skills with a keen attention to detail.
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<p>Tasks to be Done</p>	<ul style="list-style-type: none"> - Utilize Google Apps (Docs, Sheets) and Microsoft Office for various administrative tasks. - Maintain and organize files using Google Drive or similar platforms. - Communicate effectively with team members via email, WhatsApp, Messenger, and other similar platforms. - Assist in planning and coordinating events, including scheduling, logistics, and communication. - Compile and present research findings in a clear and organized manner. - Support general office duties such as filing, data entry, and document preparation. - Conduct research on organizations and companies via the internet and encode relevant data into our CRM platform. - Strong attention to detail, especially in taking and transcribing meeting minutes. - Perform routine data entry tasks with a high level of accuracy. - Introduce the company to various organizations through emails or calls, effectively communicating our values and services. - Assist in various marketing tasks to support campaigns and promotional activities. - Act as a personal assistant by scheduling appointments, booking restaurants, arranging flights, and managing other logistical details. - Ensure all tasks are completed in a timely and professional manner, adhering to company standards.
<p>Other Provisions</p>	<ul style="list-style-type: none"> - E-Certificate of Completion (to be sent through email) - Accomplished Performance Evaluation (to be sent through email) - The company can be cited as part of the student's CV for work experience or as a character reference.
<p>About the Company</p>	<p>We're a company rooted in the UK, with operations extending to the Philippines. Our expertise lies in managing and maintaining properties throughout the Philippine region.</p>