

# Business Administration Support - Internship



## Business Administration Support – Support Services Group

The business administration support position covers a wide range of Business related tasks. Support Services Group offers a unique opportunity to provide administrative support working in all areas of the business (Operations, Human Resources and Finance with the possibility of working in Marketing).

### Roles & Responsibilities

#### •Human Resources

Are you interested in HR? As part of this department, you will assist and support a diverse range of HR activities across our employee population of approximately 500 employees. Specific roles are Induction Support, Recruitment, and Employee Relations & Complaint Management.

#### •Finance and Accounting

The main purpose of these roles are to bill our clients for the service we provide, raising invoices, invoice auditing, validation of subcontractor invoices, collecting and analysing data and ensure that payments are collected in timely manner. Specific roles are Financial Management Accounting, Data Production & Analysis, Credit Control and Purchase Ledger Admin.

#### •Operations

This function offers an exciting opportunity to be part of our Scheduling team. The purpose of the job is to respond immediately to clients requests, arranging security officers to cover sites across the United Kingdom.

You will gain brilliant office administration experience, which often act as stepping-stones to a range of careers. To the best interns we offer a full-time position! We are seeking a committed student or graduate to join our team for a full time internship for a period of 6 months.

### Compensation & Benefits

#### •Free Accommodation

Located in Central Swindon, all accommodations are equipped with their own kitchen facilities (kitchen utensils, dishes, and dishwasher), a small backyard, washing machine, dryer, SKY TV, WiFi access, three single rooms and up to two bathrooms.

#### •Gym membership

We give you access to great fitness facilities and professional health care services to support you in a healthy lifestyle.

#### •Bicycle

SSG promotes a smarter and healthier commute way to work. We provide a bike for the use of interns.

#### •Company Events

Interns guarantee a fresh and young environment. SSG 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 team-building.

### Company Activity

Support Services Group was incorporated in April 2000 and is a leading provider of Risk Suppression Manned Guarding Services for the Private and Public Sector. In addition to being ranked in the top 5% of all registered Guarding Companies in the UK we are the most innovative Company in the market, with a strong national operations footprint servicing a portfolio of blue-chip organisations.

### Requirements

- Excellent English written and spoken
- Excellent communication skills
- Business Administration related students or graduates
- IT Skills (Office, Adobe)
- Hard working
- Willing to learn
- Social outgoing
- Be able to work accurately, with good attention to details
- Confident and Professional attitude
- Ability to work on own initiative

**Interested? Email Cover letter and CV to [orsolya@ssg-net.com](mailto:orsolya@ssg-net.com). Our recruitment is ongoing!**

**Info: [orsolya@ssg-net.com](mailto:orsolya@ssg-net.com)**