



### Apply here

#### Start date

Flexible

#### Duration

6 months

#### Languages

Good spoken and written English levels are required

(B2 onwards)

Excellent French skills (C2)

#### Location

##### Sheffield

Located in South Yorkshire and named after the River Sheaf which runs through the city, Sheffield has a huge range of things to see and do including large annual events and festivals. Home to the largest urban glass house in Europe, the city is also home to a wide range of museums, bars, shops and botanical gardens; something to suit all tastes!

#### Are you eligible?

You are eligible for an ESPA internship if you are a registered student or have graduated within the past two years and have access to some form of grant funding

#### Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

### Role

This is a fantastic opportunity for a Business student, to use their French language skills on a daily basis in a great English speaking work environment. Specialising in immigration law, the host company requires an enthusiastic and organised individual to assist with a range of administrative and translation-based tasks to help them deliver the best possible services to their worldwide client base. Mentored throughout, you will be working with offices throughout Europe and playing a major role in this fast-paced, crucial sector. This internship is sure to be exciting, challenging and an excellent addition to your CV!

### Tasks

- Process incoming applications from clients in the French regions
- Working with the wider European offices and providing administrative support
- Draft emails and letters in French
- Communicate with stakeholders to resolve queries and ensure they are kept up to date with caseloads (in French)
- Data entry and ensuring the system is kept up to date
- Assist with additional projects

### Desired Skills

- Be working towards a degree in Business or other relevant sector
- Strong, formal written English skills
- Business level French skills
- Be pro-active and hard-working
- Ability to meet deadlines, multitask and manage own workload
- Work well within a team in an office environment
- Have a keen eye for detail

### The Host Company

The host company is an immigration law firm with attorneys, solicitors and consultants spanning the globe. Their dedicated, expert group strive to be an integral part of their clients' success as their strategic immigration partners, keeping up to date with this constantly evolving sector. The firm provides a wide range of services including strategy design and legal representation in government investigations to individuals, employers and industries. With core values such as respect, knowledge, innovation and ethics, this host company is sure to provide an invaluable internship experience to a like-minded candidate.