CB – Qualifications Assistant

Location: Derby

Deadline: 15/08/18

Start Date: September 2018
Duration: 6 months

The Host Company
The host company has been in operation since 1991 and provides software services and solutions to organisations across a range of sectors, both public and private. The company is located in Derby and has developed a respectable reputation. They offer their clients solutions to assess, monitor, benchmark, track and test their employees, for example during periods of training. These software solutions are intended to present the company's clients with a recognised standard for realising the true value of their workforce, enabling business talent to be valued, measured and exchanged.

The Placement
The host company are looking for an international student to take part in a varied and dynamic internship for 5 to 6 months. This placement opportunity is a great chance to enhance any CV and allows potential for career development in the future. The successful applicant will be involved in a role that covers a large number of areas closely related to business studies.

The role is to support the Qualifications Manager in the day-to-day activities in maintaining the qualifications process and examination delivery. The role will involve communicating with both current and potential customers via a range of different communication methods, including telephone, and email.

Key Duties and Responsibilities

- Communication with current and potential customers on all aspects of their examination - handling exam logistics directly and forwarding queries concerning the qualification to the Qualifications Manager.
- Arrange and issue exam confirmations; coordination of exam delivery resources (incl. invigilators, computers and other equipment); issue of invoices and track receipt of payments.
- Administrative filing and processing of documents; results; payments; and Awarding Body information.
• Maintenance and updating of customer database; booking schedules; and asset register.
• Producing a range of reports for line manager; awarding body and other stakeholders as required.

The Ideal Student

• Fluent in Spoken and written English
• Experienced in spreadsheets and databases
• Confident
• Good Communicator
• Ability to work to deadlines and dynamic timescales

To apply, please send an email to ispo@emc-dnl.co.uk or register - https://www.ispo.co.uk/students/21/my-account-register