

JOB DESCRIPTION

Position title: FDI EMEA Intern

Reporting to: Head of EMEA & Latin America

Contract: 12 month internship

Location: London

Salary: Competitive (London Living Wage)

Company description:

London & Partners is the official promotional organisation for London. Our company attracts and delivers value to business, students and visitors. London & Partners is a not-for-profit public private partnership, funded by the Mayor of London and our network of commercial partners.

The company focuses on maximising opportunities for the capital as a place for businesses, students and visitors. Our vision is that London will be recognised globally as the best big city on earth, and its mission is to passionately champion London's excellence with one confident voice to business, students and visitors.

Our values as an organisation are to be **ambitious** – with a passion to succeed and thrive, to be **high performing** – with a commitment to achieve outstanding results, to be **collaborative** – with an ethos that fosters partnership and cooperation and to be **creative** – with a love of ingenuity and innovation.

Placement description:

The purpose of the role is to support sales and research activities of the EMEA FDI team across the regions of Europe, Middle East, Africa and Latin America. This is fast-paced role for which multi-tasking, time-management, prioritisation and the ability to adapt to change is essential.

The candidate will be expected to:

- Assist with client services, prepare information for clients, research company profiles, write presentations, contact clients via email/phone.
- Manage Business Lounge newsletter which is issued every 2 weeks. Collate information, upload information to digital platforms, write texts, coordinate IT support, etc. Link to website: <http://www.londonandpartners.com/business/our-services/business-lounge>
- Prepare trips and road shows, coordinate logistics and arrange meetings.
- Monitor industry press in order to identify opportunities for the team.
- Coordinate events, webinars and other marketing related activities.
- Manage database, keep records updated, prepare reporting information.
- Assist with any other task required.
- Assist the team with different administrative tasks including management of difficult Travel itinerary, meeting arrangements, Diary management and expenses processing.
- Data collection, entry and administration from various sources into CRM database.
- Be able to demonstrate effective communication skills between different department inside/outside the organization
- Deal with the reception Cover while the front office is away
- Time management and excellent organizational skills in between allocated tasks.

**Knowledge & Skills**

The successful candidate will have recently finished graduate studies in careers such as Business, Management, or Political Sciences. Previous work experience and basic office administration skills are desired. To be successful in this role experience using Microsoft Excel, Word and PowerPoint is essential as well as fluency in English and at least one additional language of any of the 4 sub region (written/spoken).

If you wish to apply for this role please send your CV and a supporting statement to [**hr@londonandpartners.com**](mailto:hr@londonandpartners.com)