

## Work experience / Internship

# Office assistant

Find Digs is currently looking for an office intern to assist the team in our office in South Kensington. We are offering the opportunity for a motivated intern to assist our team by providing administrative support and research to management and the company. We guarantee you will gain beneficial work experience.

**Start date:** ASAP

**Duration:** 3 months

### Responsibilities:

- Filing, photocopying and printing
- Research
- Employee reference checks
- Ad hoc office duties

### Required skills:

- Good English and communication skills
- Polite telephone manner
- Good organisation skills
- Helpful, can-do attitude

No experience required as training will be provided.

### Working Hours

- Part-time or full-time (Office hours are Monday-Friday 9.30am-6.00pm)
- Please also note that although this is an **unpaid position**, we offer 1-week rent reimbursement and travel expenses will be paid.

A full reference will be given on completion of the internship.

**Job Type:** Internship (unpaid)

**Job Location:** South Kensington, SW7

To apply, please e-mail your CV and short cover letter to Sophia at [sales@finddigs.co.uk](mailto:sales@finddigs.co.uk).

