



Sagitter Training is the European market leader for the educational tourism business, specializing in organizing and managing work experience, PON, Alternanza Scuola Lavoro (work & study) and Erasmus+ programmes. We are now looking for an **Assistant Project Manager – Intern** to join our Head Office in **London**.

### **Main Responsibility**

- Managing relationships with customers and business partners
- Research for new partnerships and future collaborations
- Taking the ownership of part of the back-office activities
- Ensure the efficient running of the office, using a range of office software, including email, spreadsheets and databases
- Manage online and paper filing systems
- Support the business accompanying students to hosting companies, quality control of accommodation and meals suppliers
- Support the Project Manager with different activities including but not limited to admin, sales, marketing (social media marketing, writing professional articles, participation at fairs and events), HR, Finance.

### **Ideal Candidate**

- Good level of Italian and English – another European language is a plus
- Good knowledge of the Microsoft Office Package
- Be able to deal with an international team
- Strong Organisational Skills – Ability to multitask and prioritise workload
- Fast and responsive – working to strict deadlines
- Resourceful, innovative thinker
- Ability to work on own initiative, listen and a willingness to learn
- **Sense of humour is a must!**