



G4S, the world's leading integrated security company and member of Allied Universal®, is delighted to announce for the second consecutive year the "G4S Internship Program of 2022". Choose the best place to start your professional career and gain on the job training to accelerate your professional career!

🛡️ Are you interested in working at a fast paced multinational company in the Security sector?

🎓 Are you a University student or a recent graduate?

💼 Are you willing to start your professional career with real-life employment opportunities?

☀️ Do you seek on the job opportunities from day one?

👉 Do you want to develop working experience in different areas and thrive?

If you identify yourself among the above questions we are looking to know more about you, the only thing you have to do is to apply to our job opportunities!

🚀 Kick-start your career with G4S! At our Sales and Man Services departments we are looking for passionate and detail oriented **Admin Support Interns**, who are ready to provide support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

Admin Support Interns (Sales or Operations Department)

Code: ADS 02-22

Location: Metamorfosis, Attica or Pylaia, Thessaloniki

The potential interns will report to the Department Managers and will assist with a wide range of duties, including making arrangements, preparing reports and maintaining appropriate filing systems. **This is an attractive opportunity for any student seeking a career in a large multinational company in the Security sector with on the job opportunities from day one!**

This paid internship is for a duration of approximately 3 to 6 months according to the Internship Program of each University.

Responsibilities:

- Update and maintain our internal ERP databases with contact details and other relevant information
- Answer and direct phone calls, organize and schedule appointments
- Write and distribute email, correspondence memos, letters, and forms
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Requirements:

- Recent graduate or currently enrolled in an academic institution completing a Bachelor's degree in Business Administration, or other fields who seeks to pursue a career in a large Multinational company
- Proficient in Microsoft Office (Excel) or Google workspace (Sheets, Docs, etc)
- Proficient in English language
- Attention to detail
- Strong communication skills and a desire to learn something new
- **Potential candidates should have personal transportation due to lack of public transportation**

We offer:

- Practical experience from day one, in a wide variety of activities within Sales or Operations departments
- Shadowing, mentoring, and training opportunities with seasoned professionals
- Flexible and collaborative work environment for students
- Compensation available