

# British Consulate Belo Horizonte

## UKTI Administrative Internship

### Main purpose of job:

Provide commercial and administrative support to UK Trade & Investment Commercial Team at the British Consulate-General in Belo Horizonte.

### The job-holder will be responsible for:

- Assist the team with the delivery of OMIS (Overseas Market Introduction Services) – market/sector analysis, contact lists, monitor online portals, newspapers and specialised magazines and feed information into the customer relation management platform.
- Assist in the organisation of events such as receptions, seminars, webinars, trade missions, (including travel bookings, visiting programmes, preparation of welcome packs, etc.) and attend official events when needed.
- Office admin support, including diarising meetings and processing payments; raise quotes for suppliers; contact customers whenever necessary by telephone, e-mails or face-to-face meetings; send out mail/invitations by post or email; small translations.
- Keep CDMS and CRM databases updated.
- Keep sector charts, texts and presentations updated with accurate information.
- Ad hoc duties as necessary (e.g. photocopies and filing etc)

### Required Experience and Skills:

Essential on arrival: Have an education/degree ongoing. He/she should possess an **excellent command of written and spoken English and Portuguese** with strong organisational, communication, proactive, customer service, and team-working.

Desirable: Previous experience in working for a diplomatic mission is an advantage.

Key UK Civil Service Competencies for this role: Collaborating and Partnering; Changing and Improving; Delivering a Quality Service and Demonstrating Resilience.

### Terms and Conditions:

The British Consulate in Belo Horizonte aims to offer an attractive working environment and economic support for this role of: R\$12.08 per hour, up to 30 hours per week.

The successful candidate will develop their already strong organisational abilities and strengthen both oral and written English skills. On-the-job support and feedback will be provided and where possible, opportunities to combine the academic interests of the successful candidate with Embassy work will be identified.

### How to apply:

Applications in English should be submitted in the form of a covering letter (max. 1 page) setting out why you want the job and what value you would bring, together with a CV (max. 2 pages) and two references, sent by email to [Recruitment3.americasregionalhub@fco.gov.uk](mailto:Recruitment3.americasregionalhub@fco.gov.uk) addressed to Human Resources Officer, always indicate the reference code of your role applying to in the subject field formatted as **UKTIN-BH**

Applications must be received by **Sunday 4<sup>th</sup> October 2015**. At this point no information, in addition to the job description, will be provided, either by phone or email. CVs in Portuguese or without a covering letter will not be accepted. No application will be accepted after the deadline. Feedback will be provided to shortlisted candidates only. Candidates shall be legally entitled to work in Brazil.

**The British Mission in Brazil is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups and indigenous groups are equally encouraged to apply.**

**The British Embassy is an equal opportunities employer, dedicated to inclusivity, a diverse workforce and valuing difference. Staff recruited locally by the British Consulate in Belo Horizonte are subject to Terms and Conditions of Service according to local Brazil employment law.**