

## WORK PLACEMENT

### Job Description

#### Position Title

Administration assistant (1 post)

#### Terms:

- Transport costs reimbursed (subject to circumstances)

#### Background

Vandu Language Services (VLS) offer training, language, interpreting and translation services. We work with qualified interpreters and translators across the UK who offer translation and interpreting services in over 100 languages. We are dedicated to quality and excellence. We offer a culturally sensitive service of high standards.

#### The Role

This is an exciting opportunity for work placements within the VLS office. You will be a member of staff in the office administration area and report to the line manager. Full in-house training and support will be provided.

Your tasks will include:

- Liaising with interpreters regarding daily bookings;
- Prepare and dispatch CRB applications, ID badges and information packs to language associates and customers;
- Update and maintain the office databases including the online system and Tbase;
- Set up conference calls and take telephone messages;
- E-mailing, filing, posting and archives;
- Any other administrative duties required.

#### Essential

- Clean enhanced CRB disclosure (can apply for one before formally starting with VLS)
- Excellent communication skills
- Knowledge of international communities and their needs
- Good interpersonal and team working skills
- Knowledge of a second language is desirable

#### Desirable

- Knowledge of a second language
- A keen interest in working within the language support sector

#### Application Details

For further information please call VLS on 01273473986 or e-mail to [management@vslanguages.com](mailto:management@vslanguages.com) .

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[www.vslanguages.com](http://www.vslanguages.com)



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