

## INTERNSHIP OFFER FORM

*If you are interested in this internship offer, please contact the ELAN team at the email addresses indicated. The team will forward your application to the host organization if it meets the requirements of the position.*

### YOUR ORGANISATION

Activity	Financial international company working with entrepreneurs and small business owners to provide you with innovative financial solutions to suit your specific needs.
Country	Antigua and Barbuda

### DETAILS OF THE OFFER

Reference	AG210121		
Date of publication	January 21 <sup>st</sup> , 2021		
Title of the internship	Student internship in financial services		
Field of activity	Financial services		
Proposed hosting period	ASAP	Length of the internship	3 months
Stipend (if applicable)	A stipend may be provided for basic transportation/ meal.	Disability facilities	Must be discussed with the host organization
Placement location	St. John's		
Possibility to work remotely?	The candidate needs to be on location.		
Deadline to send your application	March 1 <sup>st</sup> , 2021		

## INTERNSHIP AND MISSIONS

Objectives of the internship	The student internship program is available for current students and recent graduates who are seeking seeking to start a career in financial services. This is a great opportunity to intern in a professional setting, develop your skills, and gain work experience.
Missions <i>[List the tasks assigned]</i>	<ul style="list-style-type: none"> <li>• Assist in reviewing applications</li> <li>• Interview Clients</li> <li>• Process loan applications</li> <li>• Assist with collections</li> <li>• Participate in client training programmes</li> <li>• Provide support for management to advance programme activities</li> <li>• Visit clients and monitor progress of applications and accounts</li> <li>• Submit a monthly report detailing activities for the month</li> <li>• Any other reasonable task(s) which may be assigned to support the operations of the business.</li> </ul>

## REQUIRED PROFILE

Level of education	Current students and recent graduates
Diplomas/Degrees required	Fields related to finance, business, economy.
Required Language Proficiency	English
Other Skills / qualities required	<ul style="list-style-type: none"> <li>• Basic research skills</li> <li>• Strong oral and written communication skills</li> <li>• Strong interpersonal skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Must be diligent, detail oriented and conscientious of all tasks assigned</li> <li>• Demonstrate continuous growth in skills and knowledge base</li> <li>• Be enthusiastic, positive, honest, and patient</li> </ul>

→ This form should be emailed to:

[elan.interreg@gmail.com](mailto:elan.interreg@gmail.com) / [elan@campusfrance.org](mailto:elan@campusfrance.org) / [clarabosznay.elan@gmail.com](mailto:clarabosznay.elan@gmail.com)

### **Information regarding the processing of your personal data**

*The ELAN project partners, the Académie de Martinique and Campus France: ("We") request and collect personal data in order to process your internship offer. This information is conserved for the time necessary to respect our commitments and our rights under the ELAN project. The company's information will only be transferred to our authorized technical service providers. Companies have the right to access their data or request their removal. They also have a right to oppose, a right to rectify and a right to limit the processing of their data. If you wish to exercise any of these rights, feel free to contact us at [elan.interreg@gmail.com](mailto:elan.interreg@gmail.com) or at [elan@campusfrance.org](mailto:elan@campusfrance.org)*

*For more information on these procedures, you can consult our Privacy policy (<http://www.elan-interreg.org/politique-de-confidentialite>) or contact us at the following email address: [elan.interreg@gmail.com](mailto:elan.interreg@gmail.com) or [elan@campusfrance.org](mailto:elan@campusfrance.org).*

Do not hesitate to contact us for more information:

@: [elan.interreg@gmail.com](mailto:elan.interreg@gmail.com) / [elan@campusfrance.org](mailto:elan@campusfrance.org)

☎: +596 596 52 25 11 / +596 696 03 86 62 / +596 596 72 73 68