



Institute of Chartered Shipbrokers

Paid Internship

Job Title: Internship Placement
Reports to: Director and Finance
Location: London
Salary: £21,000
Contract: 1 year (fixed term)
Days: Monday to Friday, full time
Applications deadline: 14th December 2017

Start Date: ASAP – by end of January 2018

Interview dates: December

How to apply: Please email CV and cover letter to hr@ics.org.uk explaining why you would be interested in this graduate role and how it fits with your future career plans.

About the Institute

The Institute of Chartered Shipbrokers is the professional body for all members of the commercial shipping industry worldwide. The Institute was founded in 1911 and awarded a Royal Charter in 1920. The Institute sets and examines the syllabus for membership, providing the shipping industry with highly qualified professionals. We have 25 branches in key locations and 4,000 individual Members and Fellows. Members of the Institute are committed to maintaining the highest professional standards across the shipping industry and part of a professional body, members enjoy the benefits of an enhanced career in the shipping industry.

About the role

The Institute of Chartered Shipbrokers offers a paid placement for a maritime graduate to build their career in the shipping industry, by starting out in the head office of the Institute of Chartered Shipbrokers, based in London. The intern will assist in supporting the head office education team in delivering its professional qualification programme and working on various international projects and initiatives.

This is a broad role which will allow you to build contacts, gain a range of skills and experience, including the opportunity to undertake placement(s) with a company working in a sector where you wish to pursue a future career. The Institute will also sponsor and support the intern to begin undertaking professional qualifications. This is a great opportunity for a keen and ambitious candidate to start off their career in the commercial shipping industry. The Institute recruits interns on a rolling cycle and the successful applicant will be working alongside another intern, the previous incumbent having gone on to a trainee broker role with a London shipbroker firm.

Skills and qualifications required

- Some maritime background (work experience or qualification)
- Good administration skills with attention to detail
- Able to prioritise tasks and work to deadlines
- Strong communication skills
- Able to use own initiative and develop ideas with the team
- Possess the ability to work productively, efficiently and effectively with attention to detail and quality
- Good knowledge of IT, MS Office applications – Outlook and Excel

Additional Information

Probationary period 3 months

Opportunity to join the staff pension scheme after satisfactory completion of probationary period

25 days paid holiday entitlement per year

Applicants must have the right to work in the UK