



6 Month Business Administration and Development Internship

NOSBA1904

PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

The host company is a specialty Pharmaceutical company focusing on making its own healthcare products related to inhalers and nasal sprays. They utilize bespoke analytical technologies and formulation solutions to progress the development of inhaled products.

Role

The host company is looking for a strong and independent candidate that is capable of helping with the development of the initial structure and management of a start-up. The ideal candidate will have strong Business Administration skills and the capability of working independently. From management to marketing activities, the intern will be involved in the organization of the infrastructure, development of processes, main contact for potential partners, marketing support, etc.

Duration

6 months.

Location

Newport, Gwent is a cathedral and university city in south east Wales. At the 2011 census it is the third largest city in Wales, with an urban population of 306,844. The city forms part of the Cardiff-Newport metropolitan area with a population of 1,097,000. During the 20th century, the docks declined in importance, but Newport has remained an important manufacturing and engineering centre. Newport hosted the Ryder Cup in 2010. The city was the venue of the 2014 NATO Summit.

Languages

English should be B2/C1 to be able to record data correctly and interact professionally with colleagues

Start date

As soon as possible

Tasks

- Development of the administrative infrastructure of the company
- Identify Business needs and investigate suitable CRM system
- Aid integration of CRM system into the business
- Implementation of procedures and standard protocols
- Support business to business activities
- Market intelligence and marketing support
- Act as contact point for the business
- Daily administrative duties.

Personal Skills

- Business / Management / Marketing or similar education background.
- An incredible can do attitude and ability to prioritise Jobs/Workload.
- Decision skills to implement real procedures and to establish standard protocols.
- Confidence in the development of ideas to help the business progress
- Organizational skills.
- Self-confidence.
- Good communication skills.

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to apply@espauk.com with the reference code **NOSBA1904** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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6 Month Business Development & Sales Coordination Internship

(NINSA2106)

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The Host Company

The host company is a business consultancy who works with their clients' to help them improve their businesses, taking them from where they are today to where they want to be tomorrow. Their client work ranges from project delivery to business analysis, process improvement to cultural change programmes. Some of their clients are Barclays, Aon, Remploy, Thomson Reuters, The Institute of Directors and the NHS. The host company works on a principle of introducing positive change that adds real value to organisations. They adopt an approach to delivery that is tailored to their clients' needs and appreciates the unique way they operate.

Role

They are looking to build their team, they need a coordinator to help their team of talented consultants continue to deliver positive change for their clients. As a key member, you will provide sales support to the rest of the team. Predominantly office based, the role is focussed on managing and growing the company's pipeline, outbound calling, arranging sales meetings for the consultants to attend and ensuring the provision of supporting materials such as brochures, marketing and sales information. A key feature of the role will be the ability to plan ahead, ensuring a solid pipeline of sales meetings for our consultants to attend. This role requires a high level of motivation and excellent communication and sales skills.

Duration

6 months

Location

Bath. A world-heritage city in the South West of England which hosts two great universities. It has wonderful cultural experiences and is just 1.5 hour train journey from London and a 15 minute train journey from the vibrant city of Bristol.

Languages

High spoken and written English level is a must (C1/C2).

Start date

September 2016

Tasks

- Maintain key sales information in the CRM system
- Provide regular reports and Management Information on sales to the leadership team
- Research and identify sales opportunities
- Generate leads through outbound calling and emails
- Follow up on sales campaigns and events
- Maintain and update sales collateral, including brochures, case studies and tenders
- Scheduling and diary management of sales meeting for senior consultants
- Coordinate the host company's bids and tenders and build up a collateral database
- Input to bids and ensure the bid documents are complete, well-formatted and to the highest standard

Personal Skills

- Activity planning and coordination
- Data analysis and interpretation
- Advanced in MS Excel, Word and Outlook
- Familiarity with Microsoft SharePoint
- A passion for building productive working relationships with clients
- Excellent verbal and written communication skills
- High level of energy, drive, enthusiasm and commitment
- A self-starter, with the ability to work in a high-pressured, fast moving environment
- Passion for marketing and sales
- Preferable, but not essential: Familiarity with CRM systems and an understanding of business consulting (or business services)

How to apply

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STEP 2) Please, send an email to apply@espauk.com with the reference code **NINSA2106** attaching your CV as a pdf file. A cover letter is always helpful.

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6 Month Business Developer Internship

ESPBD2106

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Role

Due to the growth situation that ESPA is going through, we are seeking a strong candidate capable of performing **Business Development activities**. The intern will be working directly with host companies and managed by the founder and director of ESPA who has a proven track record in international business development. **Sales process training will be provided.**

Duration

6 months

Location

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Languages

High spoken and written English level is a must (C1/C2). Other language skills will be appreciated.

Start date

August 2016.

Tasks

Working directly with our managing director you will be able to conduct a varied commercial approach including:

- Research potential new host-companies
- Use professional social networks to reach decision makers
- Use social media to get relevant information
- Participate in networking events
- Participate in exhibitions
- Call target managers to set up appointments
- Face-to-face meetings
- Follow up leads
- Create attractive internship vacancy descriptions with host companies.

Personal Skills

- Experience in business development in B to B
- Willingness to be a part of a varied sales approach
- Good communicator, both written and oral
- Excellent time management skills
- A willingness to learn and be part of a team
- Work to instruction and on own initiative
- Confident on the telephone

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6 Month Marketing and Research Internship

AXOMA2206

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The Host Company

The host company is a privately owned and self-funded, combining over 60 years' of experience in the financial technologies and market data sectors. The company delivers knowledge based software and service solutions to help manage resource heavy market data administrative functions. The host company uses a range of experience and knowledge which enables them to build products and provide services that simplify their market. This then allows the host company to understand the customer's problems and come up with customised solutions to solve them.

Role

They are looking for a marketing and sales intern with the responsibility for helping accelerate the company's growth in Europe. This will be an interesting role covering many aspects of marketing to help the business build a systematic approach to generating new business. The role would particularly suit Business IT or Business Management students who are interested in seeing and experience the growth of a Belfast tech company. There will be some occasional travel to the company's office in London for both marketing and client meetings.

Duration

6 months

Location

Belfast is the capital and largest city of Northern Ireland. Very dynamic city with a population of 300 000.

Languages

English level should be B2/C1 at least.

Start date

As soon as possible.

Tasks

- Research of potential markets in order to expand the company's database.
- Brand awareness
- Assist the business on how to make use of the latest digital marketing
- Review of the company website including creation of copy for upload
- Grow and manage the current contacts database
- Set up an e-mail marketing campaign
- Maximise any on-line opportunities that may benefit the business, e.g. blogs, forums, etc
- Web statistics reporting and research into our on-line effectiveness
- Maintaining an up to date library of marketing material
- Ensuring that the marketing budget is used wisely
- Potential trips to London in order to visit customers and to develop meetings

Personal Skills

- Business IT / Business Management / Marketing / Communication studies or similar
- Have an understanding of digital marketing and social media platforms.
- Good analytical and problem solving skills.
- Excellent personal organisation and business administration skills.
- Strong IT skills
- Strong verbal and written communication skills
- Enthusiastic and motivated individual keen to contribute to the growth of the business
- Confident, proactive and source of proposals
- Outgoing, approachable and fast learning

How to apply

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