



12 Month Marketing Coordinator Internship

CAPMC2303

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).**

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

EXTRA BENEFITS:

As most of European grants are no longer than 6 months the host company has agreed to offer also a payment of £350 per month in the **second half** of the internship (months 7 to the end) in addition to the regular benefits.

The Host Company

Ambitious, rapidly growing technology company based in Fareham/Hampshire, specialising in the design, manufacture and supply of specialised computer equipment. The company are looking for an under-graduate to assist with the coordination and administration within the marketing team.

Role

This placement is an excellent opportunity for someone who is highly organised and would like to apply their coordination and administration skills to a range of marketing areas such as events, exhibitions and marketing workflow. Working in a small team, within a medium sized company, you will have exposure to all elements of marketing as opposed to a narrow vertical set. This will enrich your experience base enormously.

Duration

12 months.

Location

Fareham, Hampshire. Market town at the north-west tip of Portsmouth Harbour, between the cities of Portsmouth and Southampton in the south east of Hampshire, England. It gives its name to the borough that comprises the town and its surrounding area.

Languages

English should be high B2 or C1 at least.

Start date

June/July 2016

Tasks

- Administration and coordination of domestic and international events and exhibitions.
- Ongoing maintenance of marketing resources, such as marketing communication, merchandising and documentation.
- Liaison with external contractors and suppliers to ensure work required for events / exhibitions is carried out to briefing and budget.
- Arrangement of travel, accommodation and shipping logistics.
- Coordinate build-up and break down of stands and displays, and attend events and exhibitions as necessary.
- Marketing administration tasks filing, register maintenance archiving.
- Support general marketing functions such as reporting, analysis, web content maintenance.

Personal Skills

Essential:

- Studying to complete a degree
- Strong organisation and administration skills
- Co-ordination and tracking of task or project plans
- Microsoft office packages

Desirable:

- Event coordination
- Creation of task or project plans
- Arrangement of accommodation and travel
- Project coordination/management
- Attendance of events or exhibitions
- Strong verbal and written communication skills
- Flexible, adaptable and accepting change
- Challenge seeking with copious energy deliver and to overcome any failures along the way

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 **CAPMC2302** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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