

# 6 Month Data Operations Specialist Internship (ALFDOo7o7)



## **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](http://www.espauk.com)

## The Host Company

This company provides modern software built on open-standards that unlocks the power of business-critical content. With control that IT demands and simplicity that end users love, this company's open source technology enables global organisations to collaborate more effectively across cloud, mobile, hybrid and on-premise environments. Innovating at the intersection of content, collaboration and business process, **this organisation manages over seven billion documents for more than 1,800 customers in 212 countries, supporting 11 million users in their daily work.**

## Role

The main purpose of this internship is to support the Marketing Operations and Sales Team in a number of projects by helping to provide more accurate and complete data within Salesforce. This will involve reviewing current data within Salesforce, eliminating or merging duplicates and using different prospecting tools to identify missing information. The aim is to greatly benefit the Sales and Marketing teams with customer analysis, segmentation and sales prospecting. The company envisages recruiting two interns to cover this project.

As a Data Operations Specialist within the host company, you will take on a role allowing you to work with a dynamic group of people. Your ability to adjust direction in response to changing work situations, to accommodate different working styles, and to prioritize your own work will be key to your success.

## Duration

6 months

## Location

Maidenhead is a large affluent town and stunning area in the Royal Borough of Windsor and Maidenhead, in Berkshire, England. It lies south of the River Thames (although at Maidenhead the river runs north-south so the town is in fact on its west bank). Maidenhead is 25.7 miles (41.4 km) west of Charing Cross in London (40 min by train to central London).

## Languages

Fluent in written and spoken **English**.

## Start date

As soon as possible.

## Tasks

- Review data in Salesforce CRM for completeness and accuracy
- Identify duplicates and correct/merge as required
- Work with business stakeholders to correct missing, incomplete or inaccurate data
- Utilize search engines and prospecting tools to identify missing information
- Utilize features and functionality included within Salesforce CRM to keep data up-to-date (Reports, Dashboards, Data.com, Duplicate Management)
- Identify processes and procedures to maintain data quality going forward

## Personal Skills

- High attention to detail
- Basic Math skills
- Working knowledge of Excel, know basic functions
- Experience working with databases (beneficial, but not required)
- Some understanding of the principals of data (tables, fields, etc...)
- Experience working within a Sales organisation (beneficial, but not required)
- Salesforce CRM experience (beneficial, but not required)
- Proficiency in a foreign language is a plus (French, German, Spanish, etc.)

## 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](mailto:apply@espauk.com) with the reference code **ALFDOo7o7** attaching your CV as a pdf file. A cover letter is always helpful.

## Are you eligible?

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.