



## Apply here

### Start date

Flexible

### Duration

6 months

### Languages

Good spoken and written English levels are required (B2 onwards)

### Location

Swansea, Wales

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

### Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

### Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

## Role

This is an exciting opportunity for a creative Graphic Design or Marketing student to showcase skills and gain hands-on experience within this expanding organisation. Mentored throughout, you will assist in the design and production of all materials for printing, including manuals, sales media and in-house documentation. In addition, you will help to keep the website content informative, attractive and up to date. This will be a great learning experience and addition to your CV.

## Tasks

- Originate, type set, proof read and arrange printing of multi-language operating instructions and manuals
- Originate and control other printed items - nameplates, labels, guarantee booklet, installation instructions, service centre list
- Create new diagrams and pictures for books, panels or displays
- Liaise with internal departments, sales companies, translation agencies and printing companies
- Act as a graphic design resource for other departments as required
- Maintain deadlines for issuing artwork
- Internal document control (Files, drawings, bill of materials, engineering changes, sample submissions and reports)
- Support production with queries on printed parts.
- Web Content Management; updating and improvement of web content on multiple websites and eCommerce platforms.

## Personal Skills

- Self-starter, ability to work on own initiative
- Experience with relevant graphics and publishing software applications, Adobe InDesign and Adobe Photoshop CS
- Intermediate understanding of HTML and CSS required
- Ability to speak other languages will be desirable due to current markets and future expansion
- Excellent communication skills, both written and spoken
- Strong creative and commercial skills.

## The Host Company

The host company is an award-winning organisation providing solutions to prevent nuisance and scam telephone calls to both businesses and homes. Their unique products are now sold in 12 countries worldwide including the USA, UK, Australia and France. With constant updates, they are always one step ahead in blocking the newest types of nuisance calls and the technology that the cold calling and scam calling industry is using. Going from strength to strength, they are targeting new countries to supply this invaluable product.