



ESPA

Marketing Assistant and Bid Coordinating Internship

(SYNMA2102)

Apply here

Start date

As soon as possible

Duration

6 months

Languages

Advanced English

Location

Belfast, Northern Ireland

Belfast is the capital city of Northern Ireland and over recent years has seen a period of significant regeneration and growth. The birthplace of the Titanic, this vibrant city has a buzzing nightlife and social scene with many cultural events taking place throughout the year. Close to beautiful countryside and the famous Giant's Causeway, Belfast has something to suit all tastes.

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 a fantastic opportunity for an innovative Marketer to gain hands on experience in a fast-growing company in the healthcare sector. Mentored throughout, you will assist in the implementation of the company's marketing strategy as well as learning to produce exceptional quality tender submissions, within UK, Ireland and Europe, tailored to the requirements of each individual client, producing the best possible bid for the company. This internship is a great opportunity to gain practical skills in a real business, providing a great addition to your CV and boost to your career aspirations.

Tasks

- Handling social media channels
- Email marketing campaigns
- Website content management
- Writing company brochures
- Administration and support of all marketing duties
- Review of information about demands and derivation of supply and proposal preparations
- Clarification of bid conditions and management of the tender preparation
- Monitoring of the bid management in order to ensure it is aligned with the organisation's requirements
- Contribution in price calculations
- Timely management of tender activities
- To assist in identifying suitable and fit for purpose contract records within the marketing

Personal Skills

- Degree in marketing or any other field related to the position
- Strong time-management and organisational skills
- To work on own initiative
- Excellent IT skills are essential
- Ability to coordinate several tasks at the same time
- Excellent communication skills

The Host Company

The host is a family run business specialising in the design, manufacture and sourcing of products to aid mobility to individuals with physical disabilities. They pride themselves on bringing ideas, innovations and solutions to people wanting to adapt their homes or get mobility advice and solutions. Working directly with healthcare professionals, architects and developers they ensure their clients receive the best advice and products. Expanding throughout the UK and Europe, they are now seeking a talented individual to assist them to achieve their goals.