



ESPA

Business Development & Communication Internship

(WOLBU1903)

Apply here

Start date

As soon as possible 2018

Duration

6 months

Languages

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

Location

Swansea, Wales

Swansea is the second largest city in Wales, hosting a large student population and buzzing nightlife. Situated in the UK's first Area of Outstanding Natural Beauty, you can relax on award winning beaches and explore the unspoilt Gower Peninsula, a must for hikers. The rugged coastline provides a paradise for water sports enthusiasts including surfing, wind, and kite surfing, where you can also observe the local dolphin and porpoise pods in their natural habitat. This beautiful area has something for everyone.

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 an ambitious Business or Communications student to gain practical experience with this industry leading company. Mentored throughout by the Business Development manager, you will be fully trained in all aspects relating to prospecting and sales in accordance with company strategies. Motivated and driven by success, you must have the ability and passion to build and develop strong and longstanding client relationships. This is a great opportunity for personal and professional development and for somebody, at the end of their studies, this could lead to a permanent offer of employment.

Tasks

- Generate new business through prospecting via cold calls, social media, networking and trade shows
- Developing, maintaining and rebuilding relationships with new and lapsed customers through telephone calls, emails, possible face-to face meetings and other forms of business communication.
- Gaining a clear understanding of customers' businesses and requirements and providing new customers with timely quotations/proposals and relevant information
- Negotiating the terms of agreements and closing sales
- Build and manage a pipeline to ensure monthly and quarterly targets are hit.
- Reviewing own sales performance and providing feedback for improvement
- Assist in the development of marketing material through the marketing team.

Personal Skills

- Competent user of Microsoft package, including, word, excel, outlook.
- Experience of problem solving
- Enjoys networking and meeting new people
- Excellent organisation and time management skills.
- Commercial awareness and business sense

The Host Company

Founded in 2006 by two entrepreneurs, the host company is a market leader in providing high quality translation services. Company turnover has doubled each year, and they have expanded their product portfolio, offering a full range of language services including interpreting, voiceovers, subtitling, reviewing, transcription and multilingual Desktop Publishing. Winners of multiple awards, they are still growing and are looking at new innovative technology to revolutionise current translation offerings.