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Start date

September 2019

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards) plus one of French, German, Spanish or Italian. Arabic a bonus.

Location

Bristol, England

Bristol is the largest city in the South West of England. It has a strong reputation for creativity, digital innovation and social enterprise, and is the home of Oscar-winning Wallace and Gromit and urban artist Banksy. Offering a lively nightlife, bars and restaurants aplenty, musical diversity and many historical sites, in 2017, The Times newspaper voted it 'Best Place to Live in the UK'. Stroud is a small town to the northeast of Bristol that dates back over 1000 years. With a bustling shopping centre and social life and only a short distance from Bristol, you are in a great place to explore this picturesque region.

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 great opportunity for a Business student to gain an amazing all-round experience with this entrepreneurial host who supplies over 10,000 British branded consumer products to expatriots worldwide to give them that home from home feeling. Mentored throughout, you will assist in the marketing, buying, logistics and all kinds of administration duties in this fast-moving environment. For the selected candidate this will no doubt be a challenging but equally rewarding role both personally and professionally.

Tasks

- **Marketing;** including pricing, product range, standard and mass emails
- **Buying;** including sourcing products and comparing across price lists, working out gross profits and sale prices. Liaising with suppliers, the buying team and using ERP system to place bulk orders. Calculating pallet and container configuration.
- **Logistics;** including obtaining freight quotes, arranging transport, completing goods IN and OUT documentation, liaising with suppliers and customers. Manage warehouse space.
- **Administration;** send order confirmation and invoices, prepare export documentation, customer record keeping, maintaining sales sheets and setting up new products
- **CRM;** updating, qualifying calls from leads and segmenting the customer base

Personal Skills

- Studying for a degree in a Business-related subject
- Proficient in Excel
- Knowledge of mass emailing use for example, MailChimp.

Good to have:

- Experience in customer service, FMCG (fast moving consumer goods) and export

The Host Company

The host company is an online supermarket delivering to front doors anywhere in the world. Supplying British groceries and foodstuffs to British people living and working abroad, as well as anyone else, who miss and cannot get hold of these items locally. They are now seeking to move this popular, expanding service to a cloud-based e-commerce platform and are seeking a suitably talented individual to assist them.