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Start date

As soon as possible

Duration

6 months

Languages

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

Location

London, England

London is the capital and largest city of England and the United Kingdom. One of the world's most visited cities, it is steeped in history and culture with iconic buildings such as the [Houses of Parliament](#), [The Tower of London](#) and [Buckingham Palace](#). Modern attractions include, [Harry Potter Studios](#), [The London Eye](#) and the [Shard](#) to name but a few.

London is a city where you can eat fine food and experience great times, it has something for everyone. You will never get bored.

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 individual with a business administration background to assist an expanding company in the fast-paced media communications industry. Mentored throughout, you will assist in supporting the sales team with their daily administration duties. Given early responsibility you will be a confident, enthusiastic person who can adapt quickly to a fast-paced business. Working in a team environment that has many extracurricular activities and celebrates success, you are guaranteed a great experience on both a professional and personal level.

Tasks

- Dealing with incoming enquiries
- Liaising with specialist agency planners and buyers
- Monitoring competitive activity and inputting campaigns onto the host CRM
- Coordinate campaign photography
- Assemble presentations and sales materials
- Attend introductory presentations to clients
- Customer aftercare

Personal Skills

- Studying for a degree in Business Administration, International Business or similar
- Self-starter, ability to work on your own and within a closely integrated team
- Enthusiastic, confident and good communication skills, both written and oral
- Ability to multitask and prioritise workload
- Organised and accurate
- Ability to keep cool under pressure.

The Host Company

The host company is the UK and Europe's leading digital office media company providing major office buildings with 'live', on screen information, connecting high flying executives to relevant content and top brand advertising. Their European network is now installed in over 300 commercial office buildings, reaching an audience of more than 900,000 per week. With offices in London, Paris and Frankfurt this company, with its young vibe and work hard play hard ethic, is going from strength to strength.