



ESPA

Business Administration and Marketing Internship

(ECNBA1407)

[Apply here](#)

Start date

October 2023

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. A city where you can eat fine food and experience great times, it 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 individual with a Business Administration or Marketing background to assist an expanding company in the fast-paced media communications industry. Mentored throughout, you will assist in supporting the Marketing 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

- Organising data migration to a new CRM system from different data source
- Support the creation of workflows to manage the utilisation of the data within the business.
- Creation of automated reporting to be used by the Sales and Marketing department.
- Monitoring competitive activity and inputting campaigns onto the host CRM
- Assemble presentations and sales materials
- Content creation and scheduling for the Marketing Team

Desirable Skills and Attributes

- Studying for a degree in Business Administration, Marketing, International Business or similar
- Enthusiastic, confident and good communication skills, both written and oral
- Proficiency in Excel and CRM system is a plus
- Organised and accurate

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.