



## 6 Months Customer Service & Sales Support Internship

CHA2707

### **PLEASE READ CAREFULLY BEFORE CONTINUING.**

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

**REQUIREMENTS:** ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

**BENEFITS:** ESPA is free for students and alumni. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€ per month.**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: [www.espauk.com](http://www.espauk.com)

## The Host Company

This successful, rapidly growing award winning local company, is seeking a motivated and enthusiastic Intern to join them and help them drive through and deliver their exciting online software product, in the online payments and charity sector.

## Role

This placement is an excellent opportunity for an intern to further develop their customer service, marketing and administration skills, whilst also developing skills in sales and business development. The host company is looking for a candidate with excellent spoken English, along with a professional telephone manner.

## Duration

6 months.

## Location

Stevenage is roughly 30 miles (50 km) north of central London. A small community arts centre is located in the Roaring Meg Retail Park. The Boxfield and Foyer Gallery is situated in the Gordon Craig Theatre, which forms part of the large central Leisure Centre. Stevenage Museum is located under the St. Andrew and St. George's church on St George's Way. The host company is less than 10 a minute walk from the train station and town centre.

# Languages

English should be C1 at least.

# Start date

As soon as possible.

# Tasks

- You will be assisting in simple customer service and administration issues, along with some marketing duties, as and when required.
- Liaising with charity contacts on the telephone on a daily basis.
- Updating information accurately onto our in-house database.
- You will be working to deadlines in a fast paced office environment.
- Any other ad-hoc duties as required.

# Personal Skills

- The ideal applicant will possess strong people skills and be comfortable liaising with customers on the telephone.
- Proficient IT literacy in MS Word, Excel and online marketing tools.
- A 'can do' attitude, happy to multi-task, with an ability to think on your feet.
- Excellent attention to detail is essential.
- A strong team player.

# How to apply

**STEP 1)** Please, register with us at <http://www.espauk.com/students/register-with-us>

**STEP 2)** Please, send an email to [madeline@espauk.com](mailto:madeline@espauk.com) with the reference code **CHA2707** attaching your CV as a pdf file. A cover letter is always helpful.

# Are you eligible?

ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents.