



6 Month Management & Business Development, Asian Speakers Internship

SABAS2408

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 in the UK. We work closely with our host companies to ensure the positions provide students 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. 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 600-700€ per month.**

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

To know more, please visit: www.espauk.com

The Host Company

This international company counts with boarding schools in many different countries around the world. Its success relies on its international network that looks for high-calibre international students, it seeks an **enthusiastic and motivated marketing graduate to support the school's growth.** Global education management organisation with over 127 years of success in delivering Pre-Kindergarten to Grade 12 education. Established in the 19th century and designed to adapt to a changing world, this educational philosophy has driven the organisation in its efforts to transform the quality of education worldwide for more than a century.

Role

This is an exciting career development opportunity, working on the research, marketing translation and development of the organisation for our Chinese trade events and business information services. The aim of the role is to **generate real results in student numbers.** The successful candidate will be totally involved in finding new international partners and associations within China and the Far-East, Korea and Vietnam markets, using social media and marketing tools in order to increase the school's volume. They will also be supporting a dedicated team of Relationship Managers in running existing and on-boarding new client relationships.

Duration

6 months.

Location

Near Bath. A world-heritage city in the South West of England which hosts two great universities. With a truly international feel it has wonderful cultural experiences and is just 1.5 hour train journey from London and a 15 minute train journey from the vibrant city of Bristol.

Languages

Fluent written and verbal English plus any of the following: Chinese/Cantonese/Vietnamese/Korean.

Start date

October 2015 onwards.

Tasks

- Assist in the development and implementation of the marketing plans and development to attract high calibre students.
- Being an active part of the business development and communication of the school (finding partners, associations and new collaborations, etc.)
- Translation of sales and marketing literature, including email copy and promotional websites from Chinese into English.
- Market research to identify new target audiences within China, the Far-East, Korea and Vietnam, and develop our knowledge of existing prospects and clients.
- Working with the Event Manager on client contact and client management leading up to events
- Support the Academic Director in all aspects of customer relationship management and business development.
- Provide general support in the administration of the School.
- Provide marketing support.
- Active involvement in enrichment activities such as trips, after school clubs, excursions, etc.

Personal Skills

Essential:

- Studying to complete a degree in Business Administration or related subject.
- Strong organisation and administrative skills.
- Strong verbal and communication skills.
- Familiarity with all aspects of social media.
- Computer literate.
- Enthusiastic and motivated individual keen **to contribute to the growth of the business.**

Desirable:

- Previous practical experience of marketing.
- Previous experience of website management, including knowledge of WordPress.

Extra Benefits

All the meals will be provided.

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 sandradlc@espauk.com with the reference code **SABAS2408** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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