



12 Months Marketing Coordinator Internship

CAPMC2707

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. A grant replacement subsidise will be available for any intern required to a longer than 6 months internship period.**

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

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

The Host Company

Ambitious, rapidly growing technology company based in Fareham/Hampshire, specialising in the design, manufacture and supply of specialised computer equipment. We are looking for an under-graduate to assist with the coordination and administration within the marketing team.

Role

This placement is an excellent opportunity for someone who is highly organised and would like to apply their coordination and administration skills to a range of marketing areas such as events, exhibitions and marketing workflow. Working in a small team, within a medium sized company, you will have exposure to all elements of marketing as opposed to a narrow vertical set. This will enrich your experience base enormously.

Duration

12 months.

Location

Fareham, Hampshire. Market town at the north-west tip of Portsmouth Harbour, between the cities of Portsmouth and Southampton in the south east of Hampshire, England. It gives its name to the borough that comprises the town and its surrounding area.

Languages

English should be B2/C1 at least.

Start date

As soon as possible.

Tasks

- Administration and coordination of domestic and international events and exhibitions.
- Ongoing maintenance of marketing resources, such as marketing communication, merchandising and documentation.
- Liaison with external contractors and suppliers to ensure work required for events / exhibitions is carried out to briefing and budget.
- Arrangement of travel, accommodation and shipping logistics.
- Coordinate build-up and break down of stands and displays, and attend events and exhibitions as necessary.
- Marketing administration tasks filing, register maintenance archiving.
- Support general marketing functions such as reporting, analysis, web content maintenance.

Personal Skills

Essential:

- Studying to complete a degree
- Strong organisation and administration skills
- Co-ordination and tracking of task or project plans
- Microsoft office packages

Desirable:

- Event coordination
- Creation of task or project plans
- Arrangement of accommodation and travel
- Project coordination/management
- Attendance of events or exhibitions
- Strong verbal and written communication skills
- Flexible, adaptable and accepting change
- Challenge seeking with copious energy deliver and to overcome any failures along the way

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 with the reference code **CAPMC2707** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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