



6 Month Business Administration and Development Internship

NOSBA1904

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: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

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

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

The Host Company

The host company is a specialty Pharmaceutical company focusing on making its own healthcare products related to inhalers and nasal sprays. They utilize bespoke analytical technologies and formulation solutions to progress the development of inhaled products.

Role

The host company is looking for a strong and independent candidate that is capable of helping with the development of the initial structure and management of a start-up. The ideal candidate will have strong Business Administration skills and the capability of working independently. From management to marketing activities, the intern will be involved in the organization of the infrastructure, development of processes, main contact for potential partners, marketing support, etc.

Duration

6 months.

Location

Newport, Gwent is a cathedral and university city in south east Wales. At the 2011 census it is the third largest city in Wales, with an urban population of 306,844. The city forms part of the Cardiff-Newport metropolitan area with a population of 1,097,000. During the 20th century, the docks declined in importance, but Newport has remained an important manufacturing and engineering centre. Newport hosted the Ryder Cup in 2010. The city was the venue of the 2014 NATO Summit.

Languages

English should be B2/C1 to be able to record data correctly and interact professionally with colleagues

Start date

June 2016

Tasks

- Development of the administrative infrastructure of the company
- Identify Business needs and investigate suitable CRM system
- Aid integration of CRM system into the business
- Implementation of procedures and standard protocols
- Support business to business activities
- Market intelligence and marketing support
- Act as contact point for the business
- Daily administrative duties.

Personal Skills

- Business / Management / Marketing or similar education background.
- An incredible can do attitude and ability to prioritise Jobs/Workload.
- Decision skills to implement real procedures and to establish standard protocols.
- Confidence in the development of ideas to help the business progress
- Organizational skills.
- Self-confidence.
- Good communication skills.

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 apply@espauk.com with the reference code **NOSBA1904** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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