



## 6 Month Business Development & Sales Coordination Internship

(NINBD2907)

### **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](http://www.espauk.com)

## The Host Company

The host company is a business consultancy who works with their clients' to help them improve their businesses, taking them from where they are today to where they want to be tomorrow. Their client work ranges from project delivery to business analysis, process improvement to cultural change programmes. Some of their clients are Barclays, Aon, Remploy, Thomson Reuters, The Institute of Directors and the NHS. The host company works on a principle of introducing positive change that adds real value to organisations. They adopt an approach to delivery that is tailored to their clients' needs and appreciates the unique way they operate.

## Role

They are looking to build their team, they need a coordinator to help their team of talented consultants continue to deliver positive change for their clients. As a key member, you will provide sales support to the rest of the team. Predominantly office based, the role is focussed on managing and growing the company's pipeline, outbound calling, arranging sales meetings for the consultants to attend and ensuring the provision of supporting materials such as brochures, marketing and sales information. A key feature of the role will be the ability to plan ahead, ensuring a solid pipeline of sales meetings for our consultants to attend. This role requires a high level of motivation and excellent communication and sales skills.

## Duration

6 months

## Location

Bath. A world-heritage city in the South West of England which hosts two great universities. 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

High spoken and written English level is a must (C1/C2).

## Start date

September 2016

## Tasks

- Maintain key sales information in the CRM system
- Provide regular reports and Management Information on sales to the leadership team
- Research and identify sales opportunities
- Generate leads through outbound calling and emails
- Follow up on sales campaigns and events
- Maintain and update sales collateral, including brochures, case studies and tenders
- Scheduling and diary management of sales meeting for senior consultants
- Coordinate the host company's bids and tenders and build up a collateral database
- Input to bids and ensure the bid documents are complete, well-formatted and to the highest standard

## Personal Skills

- Activity planning and coordination
- Data analysis and interpretation
- Advanced in MS Excel, Word and Outlook
- Familiarity with Microsoft SharePoint
- A passion for building productive working relationships with clients
- Excellent verbal and written communication skills
- High level of energy, drive, enthusiasm and commitment
- A self-starter, with the ability to work in a high-pressured, fast moving environment
- Passion for marketing and sales
- Preferable, but not essential: Familiarity with CRM systems and an understanding of business consulting (or business services)

## 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](mailto:apply@espauk.com) with the reference code **NINBD2907** attaching your CV as a pdf file. A cover letter is always helpful.

## Are you eligible?

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