



## 6-9 Month Marketing Coordinator Internship (CAPMC1503)

### **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 be a registered student and/or have Erasmus+ status to be eligible for our internships. Any student who is unsure of their situation should check with their university before applying. Non-EU students can also apply if they are studying in the EU and can get an Erasmus+ grant/status for the entire length of the internship.

**All interns coming to the UK for an internship experience must have work place accident insurance which covers them for the internship.**

**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)

### Extra Benefits:

As most of European grants are no longer than 6 months the host company has agreed to offer also a grant replacement in the second half of the internship (months 7 to the end) in addition to the regular benefits.

### The Host Company

Ambitious, rapidly growing technology company based in Fareham/Hampshire, specialising in the design, manufacture and supply of specialised computer equipment. The company 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**. The intern will gain experience in PR, Graphic Design, offline and digital marketing. 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.

## 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.

## Duration

6-9 months

## Start date

Flexible

## Languages

English should be high B2 or C1 at least.

## Tasks

- Ongoing maintenance of marketing resources, such as marketing communication, merchandising and documentation.
- Supporting the Marketing team – Graphic Designer, PR and Communication, Digital Marketing and Offline Marketing with daily tasks.
- Coordinating projects and marketing tasks.
- Liaising 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 coordinate domestic and international events and exhibitions.
- 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, Marketing or Business related
- Strong organisation and administration skills
- Co-ordination and tracking of task or project plans
- Microsoft office packages

### Desirable:

- Experience in coordination and managing projects
- 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/student-registration/>

**STEP 2)** Please, log in to your account in <http://www.espauk.com/students/student-application/> and then click on the button **APPLY** next to the vacancy name.

If you have any problems applying for this vacancy please email us at: [apply@espauk.com](mailto:apply@espauk.com) and in the subject please indicate the Name + the code of the vacancy you have issues to apply to.