



Sales Development & Business Administration Internship

PHISD0203

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

Extra benefits

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

The Host Company

This host company is based in London and they provide Murex focused staff augmentation services to banks and trading institutions across Europe. Having developed an unmatched network of world-renowned Murex experts, this company now offers a complete array of consulting services from their offices in London, Amsterdam, Frankfurt, Paris, Moscow, Istanbul, Singapore and Hong Kong and their state-of-the-art Managed Services Centre in Bucharest.

Role

The Head of the Department of UK, Nordics and Istanbul and is looking for the right candidate to collaborate alongside with him as their junior, being involved in different **Sales activities mainly** with an Administration & Management component as well. You will be reporting directly to the Managing Director.

Duration

12 months

Location

London, UK.

Languages

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

Start date

As soon as possible.

Tasks

- **Building up relationships with targeted experts.**
- **Booking meetings with potential clients and other target audiences.**
- Finding suitable resumes that will enable the Managing Director to put together different projects and services for existing and potential clients.
- Being able to identify and retain opportunities that are evolving within the company's market.
- Providing knowledge and feedback to the Managing Director on a regular basis so that the consultancy can sell professional services.
- Map out, research and present feedback on targeted clients so that the consultancy can trade into them.
- Other business administration tasks, such as travelling arrangements, reports elaboration, deadlines, etc.

Personal Skills

- Confidence both in general and in particular, selling and looking to impress in a sales environment.
- Willingness and good disposition to talk and communicate with clients at C-Level when required.
- Ability to work at a fast pace.
- Common sense is a must.
- Personable attitude.
- Can do attitude to work.
- Resourcefulness.

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 **PHISDo203** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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