



Apply here

Start date

Flexible

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

London, England

London is the capital and largest city of England and the United Kingdom. One of the world's most visited cities, it is steeped in history and culture with iconic buildings such as the [Houses of Parliament](#), [The Tower of London](#) and [Buckingham Palace](#). Modern attractions include, [Harry Potter Studios](#), [The London Eye](#) and the [Shard](#) to name but a few.

London is a city where you can eat fine food and experience great times, it has something for everyone. You will never get bored.

Are you eligible?

Are you a registered student?
Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is a fantastic opportunity for a proactive, enthusiastic individual with multitasking ability to gain a great all-round experience in marketing and administration within this niche recruitment agency. Mentored throughout, you will assist in multiple marketing tasks as well as a variety of other duties within the office. If you like the idea of working in a fast-paced environment, then apply today.

Tasks

- Assisting the Marketing Manager with day-to-day marketing tasks related to the business including; social media management, newsletter management, website management, advertising, exhibitions, promotional material, branded merchandise, print/online marketing campaigns
- Researching and devising a comprehensive plan to summarise existing marketing strategies of company and competitors, and suggest ways to improve them and drive the business forward through marketing campaigns
- CV formatting
- Issuing purchase orders and contracts for clients and freelancers
- Managing online job postings and vacancies
- Managing candidates and administration on CRM database
- Producing customer feedback reports

Desired Skills

- Studying towards a degree in Business, Marketing or Advertising
- Fluent in spoken and written English, with a confident phone manner
- Attention to detail and accuracy
- Hardworking, independent, and proactive
- High level of computer literacy including familiarity with Social Media platforms and survey software
- Experience with Photoshop / InDesign / Illustrator / GIMP / or similar is a bonus

The Host Company

This host is a niche recruitment company which supplies specialist freelance personnel to work in the offshore industry including engineers, surveyors, geophysicists, subsea robotic vehicle operatives and crew for vessels including cargo ships and tankers. With vast experience and technical understanding of what is required to work within often challenging environments the company is now growing rapidly and seeking proactive individuals to join them.