

INTERNSHIP Export Assistant

OFTEX, (Oficina Técnica de Comercio Exterior), technical office of foreign trade, is made up of a professional team of experts that have received a specific foreign trade education. They have gained experience and developed skills thanks to vocational experience in the export departments of prestigious Spanish companies. Our mission is to offer to Spanish small and medium sized firms an ever-growing market: the world.

Oftex is specialized in the management of the export department of small and medium sized companies that operate in the industrial and service areas. It designs for each company the best strategy and international marketing plan with reduced costs.

Position description: The internship offered within the company will enable the student to put into practice the fundamental principles of international trade through a strong operational involvement. The intern will be in permanent contact with the local decision-taking companies as well as with the customers abroad.

Mission: Collaborating on the internationalisation of Spanish small and medium-sized companies, from the opening of new markets to the distribution of their products in these foreign markets:

- Search for market studies and economic statistics
- Elaboration of strategies of product introduction in the export markets
- Search for potential customers: importers, distributors, final customers, commercial agents
- Contacting potential customers by phone or email
- Tracking of orders and samples
- Transport / logistics, import/export management
- Benchmarking
- Translations
- Elaboration of the marketing mix
- Creativity and initiative to develop the marketing plan /of each customer
- Organization of business trips and establishment of the agenda

Profile :

- A graduate student in business, foreign trade or foreign languages
- Good knowledge of **Spanish**
- Very good knowledge of **German** and **English**
- Knowledge of additional languages is a plus (e.g. **French, Russian**)
- Strength of conviction
- Strong communication skills
- Fluency on the phone
- Autonomy and perseverance

Start: March 2018

Minimum duration: 6 months

Salary: 400€ / month

Contact

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