



BX- Sales and Marketing Assistant - German

Placement Location: Nottingham
Start date: September/October
Duration: 5 -6 Months

The Host Company

The company supplies advanced materials to industries such as Aerospace, Military, Medical, Composites and Automotive. With manufacturing and research and development facilities in both the UK and Eastern Europe. The Company is well placed to provide a cost effective and comprehensive service to its wide customer base in Europe and beyond. The company exports to 24 different countries around the world. The host company is one of the fastest growing companies in its sector. They have recently won the innovation prize at the TI World Conference in Manchester.

Since the foundation of the company in 1831, innovation has been at the heart of their business. The skills and values that were once used to produce Pure Silk Fabrics to the highest standards have been developed to provide technical textiles in a wide range of standard and high performance fibres. In 2009 the company won its second prestigious Queen's Award for International trade.

The Placement

The host company is looking for a student that is fluent in German to assist them with their sales and marketing for a period of 6 months. The role will involve the following tasks:

- Sending samples and quotes to customers
- Invoicing and dispatching of orders and making sure the paperwork is of a high standard
- Provide customer service and marketing support to all the members of the Sales team
- General office duties such as faxing, photocopying, typing correspondence and answering the phone
- Market research
- Helping with the organisation of exhibitions and sales trips

The Ideal Student

- **Excellent Communication skills - In German**
- Good knowledge of IT skills including Microsoft Outlook, Word and Excel.
- Multi-tasking skills
- Eye to detail
- Ability to work under pressure and meeting deadlines
- To work as part of the team as well as on your own.
- Good organisational and time management skills.
- Self-motivation, drive and initiative.
- The ability to analyse and interpret data.
- Creative problem-solving skills

Contact: ispo@emc-dnl.co.uk or register - <https://www.ispo.co.uk/students/21/my-account-register>