BX - Sales and Marketing Assistant

**Placement:** BX - Sales and Marketing Assistant
**Location:** Nottingham

**Application Deadline:** July 2018

**Vacancy Description**

**Start Date:** July 2018
**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 another European language to assist them with their sales and marketing for a period of 6 months. The role with 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
- Ensuring sample room is stocked and information up to date.
- Market research - preparing and sending E Shots, maintaining and updating social media.
- Interrupting website traffic and following up leads.
- Collating customer feedback on the company's database.
- Attending Sales meetings.
- 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 English and in any other European language**
- Good knowledge of IT skills including Microsoft Outlook, Word and Excel.
- Sending samples and quotes to customers.
- Ensuring sample room is stocked and information up to date.
- 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 - preparing and sending E Shots, maintaining and updating social media.
- Interrupting website traffic and following up leads.
- Helping with the organisation of exhibitions and sales trips.
- Collating customer feedback on the company's database.
- Attending Sales meetings.

Interested candidates contact to: ispo@emc-dnl.co.uk or register in our website: www.ispo.co.uk