German Overseas Development Coordinator

Placement Location: Nottingham
Application Deadline: September 2018

Preferred Duration: 6 months or longer - possibility of a job offer at the end of the internship

The Host Company
A revolutionary make-up for make-up artists who work with TV productions across the world. Their products combine a unique mix of ingredients with silicone at the heart of its formulation. Feeling beautiful and luxurious on the skin, the silicone chosen does not clog client's pores, allowing their skin to breathe. It is this that helps give the host company unrivalled durability.

The Placement
The successful intern will be responsible for developing host company's presence overseas, i.e. developing and maintaining relationships with overseas clients as well as adapting their online presence. The role includes administration on overseas sales, liaising with new and current overseas customers and researching and sourcing new sales opportunities through data collection, sales calls, facilitation of advertising and marketing campaigns; facilitating regulatory requirements of overseas customers and attendance at UK and overseas trade shows as required. The role requires language skills to facilitate the setting up of host company's operations in overseas markets. Ideally you will speak German.

As the host company is a small but growing business, the successful intern will also be required to work on some UK projects to further sales in the UK market.

Key Tasks
Assisting proprietor in developing and executing overseas development strategy
Managing filing systems for overseas business;
Developing and implementing new administrative systems as required e.g. record keeping;
Developing and implementing Host Company's virtual market presence, including phone lines and social media
Managing the overseas budget where required;
Market research identifying and evaluating potential new markets
Responding to customer enquiries and complaints in overseas markets as required;
Conducting everyday office duties e.g. telephone answering, responding to customer services queries;
  • Order processing for overseas customers and UK customers as required to help cover absence
  • Translation, cultural adaptation and creation of marketing and training materials
  • Project manage product launches in overseas markets
  • Identifying and administering relevant trade shows overseas, incl. booking advertising and exhibition space in overseas markets
• Identifying and liaising with relevant overseas magazines to secure editorial content;
• Developing and maintaining relationships with strategic partners to develop a trainer base for Host Company overseas
• Arranging for products and training accessories to be available to the host company's trainers in overseas markets as required
• Sourcing potential customers and arranging appointments for the host company. This includes Colleges, market specific Schools, Beauty Salons, TV Studios, Retailers;
• Attending conferences and training;
• Any other duties
• Using a range of office software, including email, spreadsheets and databases and marketing using Facebook, Twitter and Instagram

The Ideal Student
• Excellent written and spoken communication skills
• German native
• Clear, objective and logical thinking
• IT skills
• Good organisational skills and the ability to manage several projects at once
• Problem-solving skills
• Excellent organisational skills and attention to detail
• Confidence and persuasiveness, for 'selling' your ideas
• Excellent interpersonal skills.

Contact: ispo@emc-dnl.co.uk
Students can register on our website http://www.ispo.co.uk/students/21/my-account-register to receive other internship offers