



ESPA

Business Administration Internship_ French Speakers (NUVBANL2210)

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Start date

February 2021

Duration

6 months

Language Requirements

Fluent in French. Good spoken and written English levels are required (B2 onwards)

Location

Newbury, England

Newbury is a bustling market town nestled in the heart of West Berkshire. With a mix of independent and known high street stores to the very best eateries and exciting night life, there is something for everyone.

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 great opportunity for a highly organised business administration or management student to gain practical experience. You will be working with this innovative leader in the provision of complete communications solutions for businesses, utilising the latest cloud technologies. Mentored throughout, you will assist in the whole selling cycle from quotes through to delivery, providing support to UK and European sales teams. For the selected candidate, this challenging role will be great for both personal and professional development.

Tasks

- Sales support, including checking customer quotations, gross margin reporting and assisting sales director to ensure all selling opportunities have been explored
- Perform all customer quoting and approvals for EMEA. Ensure all estimates are loaded onto the system accurately including the relevant maintenance contract
- Respond to all inbound enquiries to sales keeping within the SLA (Service Level Agreement) of 2 hours
- Customer support services, including raising estimates for customers and sign posting to the appropriate account manager
- Maintenance of current customer accounts and dealing with renewals
- Building relationships with EMEA teams, European sales representatives in Holland
- Ensuring all back orders are fulfilled and reporting issues to management

Desired Skills

- Studying for a degree in Business Administration, Management or similar
- Highly organised with drive and enthusiasm
- Accuracy and attention to detail
- Strong interpersonal and customer service skills
- Ability to work on own initiative and multitask

The Host Company

The host company's mission is to be the leading Unified Communications technology enabler across Europe, with the focus of providing an end-to-end experience, not a product. They have taken an innovative approach to supporting the channel, with a range of solutions and full-service wrap, helping their service provider and reseller partners overcome common problems which they and their end-users could face working in the world of Unified Communications. Founded in 2009 it has become well-established in the UK and Benelux, while continuously growing across EMEA. Their rapid development over the past decade has been recognised with various industry awards, including the prestigious Deloitte's UK Technology Fast 50 and EMEA Technology Fast 500.