Role
This is a great opportunity for a Business student to gain an amazing all-round experience with this entrepreneurial host who supplies over 10,000 British branded consumer products to ex patriots worldwide to give them that home from home feeling. Mentored throughout, you will assist in the marketing, buying, logistics and all kinds of administration duties in this fast-moving environment. For the selected candidate this will no doubt be a challenging but equally rewarding role both personally and professionally.

Tasks
- **Marketing**: including pricing, product range, standard and mass emails
- **Buying**: including sourcing products and comparing across price lists, working out gross profits and sale prices. Liaising with suppliers, the buying team and using ERP system to place bulk orders. Calculating pallet and container configuration.
- **Logistics**: including obtaining freight quotes, arranging transport, completing goods IN and OUT documentation, liaising with suppliers and customers. Manage warehouse space.
- **Administration**: send order confirmation and invoices, prepare export documentation, customer record keeping, maintaining sales sheets and setting up new products
- **CRM**: updating, qualifying calls from leads and segmenting the customer base

Personal Skills
- Studying for a degree in a Business-related subject
- Proficient in Excel
- Knowledge of mass emailing use for example, MailChimp.

Good to have:
- Experience in customer service, FMCG (fast moving consumer goods) and export

The Host Company
The host company is an online supermarket delivering to front doors anywhere in the world. Supplying British groceries and foodstuffs to British people living and working abroad, as well as anyone else, who miss and cannot get hold of these items locally. They are now seeking to move this popular, expanding service to a cloud-based e-commerce platform and are seeking a suitably talented individual to assist them.