

## VH - Export Manager and French/German Translator

**Start Date: 6th of January 2014**

**Duration: 6 months**

### The Host Company

The host company is a young, growing health food and supplement business.

Established in 2010, and finding its roots in the tea industry by importing their own brand of matcha (powdered) green tea from Japan, the host company has since grown and diversified to offer a full range of own-brand health products and food supplements, alongside offering over 1,300 health products from other brands.

Starting online, the host company has grown to establish supply contracts with major UK retailers and wholesalers, alongside establishing its own high-street stores in the UK.

With ambitious plans for product range and store expansion, the host company also wishes to build on its growing export sales online by furthering the translation of their website/other sales channels, and looking further into proactive ways to target particularly the French and German markets through promotional activity in these areas.

### The Placement

**The host company is looking for a commercially-conscious student with a passion for health/wellbeing, to complete translation of their website and other sales channels, contribute ideas to and help manage International marketing activities, and offer customer service to overseas customers and resellers (in their native language where possible).**

Tasks will include furthering the translation of text on the website and other sales channels (inc Amazon.fr and Amazon.de), formulating wording for International advertising and Google Adwords campaigns, contributing ideas to other ways of increasing sales overseas, managing International social media promotion, and responding to foreign language based enquiries by email, live chat, and telephone.

This is therefore a perfect opportunity for the right student to exercise multiple language skills, learn more about how small entrepreneurial businesses operate, and manage/grow their own area of a small business - International trade.

A fluent command of English and at least one other language (**either French or German - or preferably both**) is essential. The organisation is looking for an outgoing, flexible and motivated personality, who will make this opportunity a success and will form an integral role in growing the organisation's export sales. Training and guidance will be provided.

## The Ideal Student

- Has an excellent level of written and spoken English
- Has an excellent level of written and spoken **French and/or German**
- Is an excellent communicator with a confident, polite and professional manner
- Has strong IT literacy including at least a basic understanding of Google Adwords, Amazon, and social media
- Able to handle a number of International enquiries from customers
- Able to prioritise and to recognise what's important for the business
- Work to deadlines and to targets
- Business Development ideas and implementation of such
- Flexible and adaptable to the needs of a small, but rapidly growing entrepreneurial business
- Has experience of working in an office
- Good understanding of European political and business environment
- Outgoing, flexible personality, self motivated & driven

**To qualify for any of our internships / placements you must be able to access funding from Erasmus/Leonardo or demonstrate that a placement is a mandatory part of your course**

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