

Graduate Business Partnership (GBP) 2014

The Graduate Business Partnership is a project-based placement scheme organised by the University of Exeter. The scheme places recent graduates with local organisations between 8 weeks and up to 23 months. During the placements the graduate receives training from the University.

Application process:

You can apply to any of the placements by submitting an application form to Internships@ex.ac.uk for each project detailing your suitability to the project. Your application form will be forwarded to the host organisation. If they are interested in you they will then contact you directly and arrange an interview.

Graduates from any UK university with the right to work in the UK may apply.

Below are the projects we are currently advertising. Please check the website for any updates:

<http://www.exeter.ac.uk/careers/graduates/gbp/>

GBP 2882 Human Resources Graduate Intern (Policy)

Location: Exeter

Salary: £16,706 per annum

Closing Date: 06 July 2014

Job Reference:
GBP 2882
Job Title:
Human Resources Graduate Intern (Policy)
Advertisement Closing Date:
06/07/2014
Interview Date:
17/07/2014
Internship Start Date:
September 2014
Internship End Date:
31/08/2015
Working Hours and Pattern:
36.5 hours per week – standard University flexi time option

Salary:

£16,706 per annum

Job Summary:

A full-time HR Graduate Intern is required to work at the University of Exeter, in Exeter. The post involves research and admin. This paid internship is for 11 months and part of the Graduate Partnership scheme

Job Description:

UNIVERSITY OF EXETER - HUMAN RESOURCES

Job purpose

This role provides an opportunity for a graduate interested in pursuing a career in Human Resources with an opportunity to gain work experience in a busy HR department. You will be based primarily in the HR Policy & Reward team but will also have the opportunity to work across a variety of areas.

Job Duties

1. Assist in project research, the preparation of various statistical returns, reports, management information and other initiatives.
2. Support specific project work as designated.
3. To provide administrative support to HR functions including:
organising events and meetings and taking notes;
preparing papers, briefing information and other documentation for meetings, conferences and presentations;
drafting reports and HR procedures.
interrogate and input data to various computer systems, including iTrent (HR system).
4. Obtaining information and assisting HR Business Partners/Managers/Advisers with the progress of sensitive/confidential issues including providing support to managers in disciplinary and grievance related procedures and appeals, by taking notes at relevant meetings.
5. Liaison with the Trade Unions including preparation and circulation of agendas/minutes of meetings.
6. Involvement in:
job evaluation and grading
recruitment and selection
contractual and conditions of employment issues
equality and diversity
maternity/paternity leave
pay and pensions issues
Freedom of Information requests
Learning and Development

*****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk***

Person Specification:**ESSENTIAL**

- Graduate with an interest in a career in HR

- Competent in Microsoft Office applications
- Literate and numerate
- Good attention to detail
- Excellent organisational skills
- Flexible approach with ability to efficiently handle and monitor varied workload and meet deadlines
- Tact and diplomacy
- Excellent interpersonal skills
- Appreciation of the importance of confidentiality

DESIRABLE

- Experience of web publishing
- Degree relevant to HR

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2881 Information Manager & Web Developer

Location: Totnes

Salary: £16,706 per annum

Closing Date: 25 June 2014

Job Reference:
GBP 2881
Job Title:
Information Manager & Web Developer
Advertisement Closing Date:
25/06/2014
Interview Date:
7/07/2014 / 08/07/2014
Internship Start Date:
July 2014
Internship End Date:
June 2015

Working Hours and Pattern:

Full-time with at least 50% at Lower Court address 50% work remotely

Salary:

£17,000 per annum

Job Summary:

An Information Manager and Web Developer is required to support Moxx and associated companies in the development of their websites, develop online resource centres and online e-commerce tools for a range of industries. This 12 month GBP is based in Totnes with 50% remote working.

Job Description:

This job will involve the following:

- Development of web sites for a range of internal clients which cover a broad range of basic websites to e-learning modules, e-commerce sites and scenario based website tools;
- Develop Information Management tools for the optimization of Moxx and internal client activities such as an online waste tracking tool;
- Working with Moxx and internal clients to scope, develop and maintain the online tools and sites; and,
- Establish and maintain a range of social media services to support the online tools and websites developed.

Carry out any other duties and projects as required by your Line Manager, commensurate with the level of the post.

****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk**

Person Specification:**Essential Candidate Criteria:**Qualifications

- Information Management / Web Management degree or post-grad qualification.

Personal Qualities and Attributes

- Team worker, independent and confident to challenge current industry thinking.

Skills:

- Requisite web development tools.
- GIS skills an asset.

Specialist knowledge

- No specific sector technical knowledge required for the engineering clients of Moxx

Other requirements

- A driving licence is essential since the Moxx offices are located in rural location.
- Right to work in UK for the duration of the internship

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2880 High Performance Co-ordinator (Sport)

Location: Exeter

Salary: £16,706 per annum

Closing Date: 27 June 2014

Job Reference:
GBP 2880
Job Title:
High Performance Co-ordinator (Sport)
Advertisement Closing Date:
27/06/2014
Interview Date:
04/07/2014
Internship Start Date:
04/08/2014
Internship End Date:
30/07/2015
Working Hours and Pattern:
37.5 hours per week, Monday - Friday
Salary:
£16,706 per annum
Job Summary:
Do you understand performance sport and have excellent communication and organisational skills? Then you may be interested in the full time 'High Performance Coordinator (Sport)' role at University Sport Park in Exeter. This role is for 12 months and part of the Graduate Business Partnership Scheme.
Job Description:
<p>A full-time High Performance Coordinator (sport) is required within the High Performance Unit at the University of Exeter Sports Park. The High Performance Coordinator will work as part of the performance team to support the day to day running of the high performance programme and sports scholarship scheme. The post holder will lead on the administration of our performance programme and be responsible for the delivery of certain aspects of the programme. The nature of the post requires an understanding of performance sport and excellent organisation and communication skills. This paid internship is for 18 months and part of the University of Exeter Graduate Business Partnership scheme.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none">• Support the strength and conditioning team with the maintenance and development of a student-athlete database, ensuring information is up-to-date. This will involve further developing our use of monitoring and performance software (Biostar, Team Performance Exchange and SportsCode Gamebreaker).• Coordinate physiotherapy triage provision and administer the payment of sports scholarships, bursaries and physiotherapy reimbursements.

- Submit weekly follow-up reports to Ocean Physio.
- Contribute to the running of the University of Exeter Sport Twitter account and explore other methods of social media and communication in conjunction with the Sports Scholarship and Recruitment Officer.
- Coordinate the video analysis service provision for a select number of focus sports, providing support to those individuals with limited experience of the equipment and software.
- Help deliver sports science services to the programme and/or assist with the recruitment of staff to deliver specialist support.
- Collect, store and disseminate athlete information including contracts, media forms, academic tutor information
- Coordinate High performance memberships and budgetary planning for the Athlete Development Centre (ADC)
- Manage and assist the development of our non-focus sports at the entry level to the performance programme. Acting as the lead HPP point of contact for these sports.
- Help organise any receptions or promotional events connected to the University High Performance Programme.
- Assist with the planning and delivery of Open Days and Offer Holder Visit Days for Performance Sport.
- Represent the University of Exeter Sport at HE Fairs, schools recruitment and training events, giving presentations as appropriate.
- Carry out any other duties and projects as required by your Line Manager, commensurate with the level of the post.

****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk**

Person Specification:

Essential Candidate Criteria:

Qualifications

- A degree from a UK University in Sports Science or a relevant discipline (minimum 2.1 classification).
- Satisfactory CRB check and clearance.

Personal Qualities and Attributes

- Highly self-motivated
- A flexible and adaptable approach to work, willing to actively participate in innovation and change
- A demonstrable commitment to Continual Professional Development

Skills:

- Computer literacy including use of word processing, spreadsheets
- An understanding of the structure of University Sport.
- A good understanding of elite student sport and the challenges for student-athletes.
- Excellent planning and organisational skills.
- Ability to communicate effectively with a wide range of personnel.

Specialist knowledge

- An understanding of the structure of University sport and experience of performance sport as an athlete, coach or service provider
- A demonstrable background of good time management and of providing efficient administration

Other requirements

- Right to work in UK for the duration of the internship

Desirable Candidate Criteria:

- Experience of Sports Code Gamebreaker video analysis software
- Level 2 or above coaching qualifications and experience in one of our focus sports.
- Current first aid certificate.

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2879 Employability & Work Placements Assistant

Location: Exeter

Salary: £16,706 per annum

Closing Date: 24 June 2014

Job Reference:

GBP 2879

Job Title:

Employability and Work Placements Assistant

Advertisement Closing Date:

24/6/2014

Interview Date:

Week beginning Monday 7th July 2014

Internship Start Date:

21/07/2014 or as soon as possible afterwards

Internship End Date:

31st July 2015

Working Hours and Pattern :

36.5hrs a week. Mon-Fri

Salary:

£16,706 per annum

Job Summary:

An Employability and Work Placement Assistant is required at the University, in Exeter. Assisting with the identification of work placements, handling all work placement paperwork and providing administrative support to the Employability Manager and academic leads. This is a 12 month GBP internship.

Job Description:

A full-time Employability and Work Placement Assistant is required within the College of Life and Environmental Sciences to assist with identifying work placement opportunities, handling all work placement paperwork and providing administrative support to the Employability Manager and academic leads. This position will be available until August 2015 and is part of the GBP internship scheme.

It is becoming increasingly important that we fully support our students to prepare themselves for the job market upon graduation. There is a clear relationship between the ability of graduates to find suitable employment and engagement with work-based opportunities during the course of their studies. This role will focus on identifying work placement opportunities with both local and national employers for College of Life and Environmental Sciences (CLES) students, and will manage the process of placing those students with employers and overseeing all of the relevant placement paperwork. The role will also provide support to the Employability academic leads within each of the Disciplines (Biosciences, Geography, Psychology and Sport and Health Sciences) and liaise with colleagues from within the External Relations team, Employability and Graduate Development and Development and Alumni Relations to help with the implementation of centrally-driven employability activities within CLES.

The main duties and responsibilities will be as follows:

1. Develop a suitable work placements process that supports the students in gaining work placements and completing the required paperwork.
2. Assist with the despatch, collation and completion of work placement paperwork to ensure the College meets the relevant health and safety and duty of care requirements. Provide administrative support for risk assessments as required within University practice.
3. Work closely with the employability academic leads within each of the Disciplines and provide administrative support for Discipline-led employability activities and service meetings.
4. Assist with producing project briefs and vacancy descriptions and advertising these opportunities on Careerhub, the University's online system.
5. Assist with the preparation of marketing materials and presentations aimed at students in the College to promote employability events, projects and placements.
6. Assist with the maintenance and updating of College web pages relating to employability, e.g. ensuring information is current and accurate.
7. Liaise with employers who are delivering events, making enquiries, or visiting the College, ensuring you are responding in a professional and engaging manner that represents the College and the University.
8. Develop and maintain an employer enquiry database so correspondence and activities with employers can be clearly tracked and monitored.
9. Compile a monthly report of employability, project and placement activity in the College.
10. Work closely with other members of the External Relations team to further enhance the employability and work placement activities.
11. Support the planning, organisation and delivery of employability events at College-level and University-level, as appropriate. To work closely with the College of Engineering, Mathematics and Physical Sciences to support their employability activities and work placements as required and seek to identify opportunities to create efficiencies across the two Colleges in this area.
12. Act as a champion for employability and work placements in the College and promote the benefits to staff and students. Attend appropriate meetings with colleagues in CLES.
13. Support the activities of the wider External Relations team as required.
14. Carry out any other duties and projects as required by your Line Manager, commensurate with the level of the post.

The expected outcomes of the placement are:

*Implementation of an efficient and effective administrative process for work placements that meets the requirements of University guidelines

*A pronounced increase in the number of relevant placement opportunities available to current students in CLES, and an associated increase in the uptake of these placements.

*Increased awareness amongst current students of the employability opportunities available to them

within the College.

*The successful GBP graduate will benefit by augmenting a range of transferrable skills that will better fit them for work in a wide range of careers including teaching, administration, marketing and the charity sector.

Graduates from any UK University with the right to work in the UK may apply.

****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk**

Person Specification:

Essential Candidate Criteria:

Qualifications

- Qualified to degree level, preferably in life and/or environmental sciences.

Personal Qualities and Attributes

- Excellent interpersonal skills, both verbal and written, and an ability to communicate at all levels.
- Inquisitive and analytical style with an attention to detail.
- Organised and methodical approach.
- Able to work on own initiative and as part of a team.

Skills:

- Ability to prioritise work applying a flexible/ responsive approach to work demands.
- Previous experience of sourcing, analysing and providing relevant datasets to an end user
- Evidence of past networking.

Specialist knowledge

- Experienced user of MS Office and in particular Excel.

Other requirements

- Right to work in UK for the duration of the internship

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2876 Arts & Culture Administrator (Part-Time)

Location: Exeter

Salary: £16,706 per annum, pro rata £10,297

Closing Date: 15 June 2014

Internship Scheme:

GBP 2876

Job Title:

Arts & Culture Administrator (Part-Time)

Advertisement Closing Date:

15/6/2014

Interview Date:
20/6/2014
Salary:
£16,706 per annum, pro rata £10,297
Working Hours and Pattern:
22.5 hours per week- flexible working
Expected Start Date:
30/6/2014
Expected End Date:
12/6/2015 with possibility to extend to following academic year
Job Summary:
This is an exciting opportunity for a graduate interested in arts and administration. Involving office admin, arts marketing, social media, web input and work on specific projects such as performances, festivals, exhibitions and artist talks. This part-time GBP internship is for 12 months.
Job Description:
<p>Company Summary: Arts & Culture Services. Responsible for arts programme for the University of Exeter</p> <p>Purpose of Role: to provide administrative support to the Arts & Culture team especially around marketing which involves website content updating, ongoing development of social media such as Twitter, Facebook, Pinterest, Flickr, Youtube and Bebo and update of the blog and monthly newsletter Knowledge of these platforms is essential so that Arts & Culture is effectively communicating with the student community. The role will also have opportunities to be involved in arts activities such as festivals, exhibitions and performances.</p> <p>Duties: administration, website content update, social media creation and updating, project support.</p> <p>Nb – It is essential that the post holder is prepared to work unsociable hours such as evenings and weekends as many of the events for arts & culture services are scheduled at these times</p> <p>**Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk</p>
Person Specification:
Essential Candidate Criteria:
<p>* <u>Qualifications</u>- Studying towards and degree at the University of Exeter/ Degree from a UK University</p> <p>* <u>Personal Qualities and Attributes</u>- motivation, determination, problem solving, good social communication and a self-starter</p> <p>* <u>Skills</u>: Communication; Teamwork and collaboration; Liaison and networking; decision making; planning and organising; Initiative and problem solving; analysis and research; good computer skills and knowledge of basic packages such as Microsoft Word. Knowledge</p> <p>* <u>Specialist knowledge</u> – knowledge of social media (Twitter, Facebook, Pinterest, Flickr, YouTube & Bebo), blogging and web content input</p>

* Other requirements- to work unsocial hours such as evenings and weekends

Desirable Candidate Criteria:

- * Some knowledge/interest in the arts
- * Experience of social media development and website content input
- * Experience of Photoshop for poster design, Google Analytics and databases

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2874 Client Service Administrator

Location: London

Salary: £18,000 per annum

Closing Date: 30 June 2014

Job Reference:

GBP 2874

Job Title:

Client Services Administrator

Advertisement Closing Date:

30/06/2014

Internship Start Date:

Immediate – date to be agreed with intern

Internship End Date:

23 months from start date

Working Hours and Pattern:

Monday to Friday 9.00am to 5.30pm with a one hour lunch break

Salary:

£18,000 p.a. + 3% pension contribution

Job Summary:

We are seeking a Client Services Administrator for Menzies Wealth Management, in London. The post involves the servicing and administering of clients across a range of financial solutions, general admin and project work across the broader business. This 23 month internship is part of the GBP scheme.

Job Description:

We are seeking a Client Services Administrator for Menzies Wealth Management, in London. The post involves the servicing and administering of clients across a range of financial solutions, general admin

and project work across the broader business. This 23 month internship is part of the GBP scheme.

COMPANY SUMMARY:

Menzies Wealth Management is a subsidiary company of the Menzies Group, providing independent financial advice to both private and corporate clients. We are independent of all financial institutions and are directly authorised and regulated by the Financial Conduct Authority (FCA).

We employ a team of highly qualified and experienced financial planners, who are supported by an excellent team of client relationship managers and client services administration staff.

The successful candidate will be required to provide administrative support to the Client Relationship Managers' (CRMs), Financial Planners, Senior Management, and the wider business where appropriate.

RESPONSIBILITIES AND DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO:

- Demonstrating a consistently high level of client care to both internal and external MWM clients.
- Develop good working relationships with product providers, MWM team members and other Menzies LLP staff.
- Comply with business and regulatory guidelines at all times.
- Enter and maintain accurate data on all business systems in a timely manner.
- Processing of new and existing life, pensions, protection and investment business.
- Adhoc valuation and regular review processing.
- Assisting with commission processing and tracking including bank reconciliations.
- Understand corporate client and group scheme processing and provide cover and assistance where required.
- General office duties such as filing, scanning, post, and assist with business projects and adhoc queries as required.
- Provide support to senior management as required.

CAREER PROGRESSION

Menzies Wealth Management will support the successful candidate in developing a long term career in financial services. A program of internal and external study to attain relevant industry qualifications, accompanied by professional "on the job" training is on offer and would suit a graduate with a desire to forge a career in financial advice.

****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk**

Person Specification:

The ideal candidate will possess the following competencies and attributes:

- Degree from a UK University within the last 3 years
- Enthusiastic with a keen interest in financial services and a willingness to learn.
- Excellent attention to detail and a proactive attitude.
- Organised, with the ability to prioritise workload.
- Fluent written and spoken English.
- IT literate (Word & Excel required) and numerate.
- Collaborative team player with the ability to work autonomously when required

Also required:

Right to work in UK for the duration of the internship

No prior industry qualifications required, however a willingness to complete appropriate training as applicable will be needed.

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2768 Junior Sales Executive

Location: London

Salary: £22,000 per annum

Closing Date: 12 June 2014

Job Reference:

GBP 2768

Job Title:

Junior Sales Executive

Advertisement Closing Date:

12/6/2014

Interview Date:

Week beginning 20/6/2014

Internship Start Date

23/6/2014 or asap

Internship End Date:

24/12/2016

Working Hours and Pattern

Full-time

Salary:

Basic Salary £22,000 + Commission (realistic OTE year 1 £32,000)

Job Summary:

Graduating soon and want a well paid career job in London? A Junior Sales Executive is required for an award winning digital printing company. The post involves developing new opportunities and building client relationships. This internship is for 23 months and part of the GBP scheme.

Job Description:

The company:

Screaming Colour is an award winning, well-established company specialising in design and print services. Our client base includes leading companies across Advertising, Construction, Fashion, Retail and Financial industries.

The Role

Based in our busy Central London facility you will become part of our existing sales team. You will be responsible for developing new opportunities, initial contact with prospective clients, appointment making, client visits (supported by senior sales staff) and customer development. You will be exposed to all aspects of the sales cycle from initial contact, submission of costs, closing the sale and on-going management of client thereafter. Building ongoing relationships with clients is essential, as success will depend on lots of small repeat orders rather than one large sale.

****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk**

Person Specification:

Essential Candidate Criteria:

- The ideal candidate will be a graduate from a UK University within the last 3 years and have the right to work in the UK for the duration of the internship.
- They must have excellent communication skills, both verbal and written, be highly motivated, and possess the ability to work well independently and as part of a team.
- There are no minimum academic qualifications but a 2:1 or above and maths A level at grade B or above will be preferred. The ability to learn quickly, think on your feet and come up with creative solutions to problems are however the most important skills we are seeking.
- The opportunity will suit someone creative, with good academic skills, who is ambitious and financially motivated. An interest in technology is also an advantage.
- The intern will also be prepared to undertake additional duties and projects as required by your Line Manager, commensurate with the level of the post.

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2871 P.A. & Graduate Project Assistant

Location: Penryn, Cornwall

Salary: £16,706 per annum

Closing Date: 16 June 2014

Job Reference:

GBP 2871

Job Title:

P.A and Graduate Project Assistant

Advertisement Closing Date:

16/06/2014

Interview Date:

Week commencing 7 July 2014

Internship Start Date:

21/07/2014 but flexible before mid-August

Internship End Date:

20 July 2015 (with possibility of an extension)

Salary:

£16,706 per annum

Job Summary:

A P.A./ Graduate Project Assistant is required at the University of Exeter, in Penryn, Cornwall. You will provide PA support to the Head of Department, College of Life and Environmental Sciences, plus work on graduate level projects. This paid internship is for 12 months and part of the GBP scheme.

Job Description:

Duties:

PA support:

- To assist the Head of Department with the management of his/her diary; correspondence; expense claims and ancillary arrangements relating to their schedule.
- To assist the HoD with travel bookings.
- To collate and distribute College/Committee/Working Party papers as required.
- To assist in the arrangement of meetings: including booking rooms and associated logistics.

Other Responsibilities:

- External Relations - organisation of internal & external events; compilation of departmental annual report; promotion of activities through social media
- Research Support – keeping track of project deliverables & deadlines; contribution to grant preparation and reporting.
- Committee Support – taking minutes, preparation of papers and presentations.

General Office Duties.

- To receive and welcome visitors to the College.
- To order equipment as necessary.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk**

Person Specification:

Essential Candidate Criteria:

QUALIFICATIONS

- A degree from a UK University

PERSONAL QUALITIES AND ATTRIBUTES

- Ability to work flexibly, creatively and with enthusiasm
- Professional, efficient and friendly manner
- Attention to detail and commitment to high standards of presentation
- Commitment to excellent customer service
- Logical approach to developing administrative processes
- Willingness to undertake training for University systems

SKILLS:

- Sound experience of Microsoft Office software, particularly Outlook, Word, PowerPoint and Excel

SPECIALIST KNOWLEDGE

- Excellent organisational skills and the ability to work on own initiative and prioritise tasks.
- Knowledge of general office procedures and equipment
- Ability to deal with telephone, email and personal enquiries in an appropriate manner.

- Proven inter-personal skills and experience of dealing effectively with staff at all levels in an organisation, for both external and internal contacts
- Effective written and oral communication skills.

GENERAL

- All Professional Services staff in the College are expected to support and develop the College's objectives by providing high quality professional services to students, staff, visitors and external stakeholders as effectively and efficiently as possible within the available resources. All staff are expected to:
 - Take a proactive approach to understanding our customers and how we can best meet their needs
 - Work together in a mutually supportive way and towards shared priorities
 - Respond to enquiries (in person, by telephone or email) from staff, students and visitors in a professional and customer-focussed manner
- Right to work in UK for the duration of the internship.

DESIRABLE CANDIDATE CRITERIA

- A science degree is preferable.

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

GBP 2868 Graduate Project Manager (eCommerce)

Location: Exeter

Salary: £20,100 per annum

Closing Date: 12 June 2014

Job Reference:
GBP 2868
Job Title:
Graduate Project Manager (eCommerce)
Advertisement Closing Date
12/06/2014
Interview Date:
June- exact date to be agreed
Internship Start Date:
June or ASAP
Working Hours and Pattern:
37.5 hours per week
Salary:

£20,100 per annum+ annually plus profit sharing bonus

Holiday allowance:

20 days a year + Bank Holidays

Job Summary:

A Graduate Project Manager (eCommerce) is required for Pan Britannia Consultancy, a small and fast paced company in Exeter. Offering international management experience, you will manage existing business and establish new business client relationships. This GBP is for 12 months initially.

Job Description:

Pan Britannia Consultancy is a fast paced international e-commerce management company which specialises in trade between Europe and Asia. We provide eCommerce, international trade, and logistical services. Our strong research and development background, coupled with our extensive experience and expertise in the logistics and information sectors makes us the unrivalled choice in Europe for comprehensive advice and project management that propels the bottom line of business.

Pan Britannia Consultancy is looking for a Graduate Project Manager (eCommerce) to help manage and set up new business clients. Experience of e-commerce and logistical knowledge is advantageous as both of these are at the core of the business. This is a great opportunity for someone who is driven and wants to gain international management experience.

Responsibilities;

- Perform detailed functional requirements gathering with clients,
- Carry out basic business analysis,
- Coordinate and manage the business process design.
- Ensure smooth transition from requirements gathering to build, working closely with production teams,
- Manage clients communication,
- Own administrative Project Management tasks, project plans, issue and risk logs, budgets, deliverables documentations, etc,
- Coordinate development, integration and production tasks with relevant teams internally,
- Interact with and effectively manage expectations of all levels of personnel, in particular client and internal senior stakeholders,

*****Please note: Pan Britannia has a one-month probation period. However a successful candidate will be offered a permanent contract.*****

****Note to applicant: We do not wish you to contact the employer directly, at this stage. If you have any queries or questions please direct them to internships@exeter.ac.uk**

Person Specification:

Essential Candidate Criteria:

- Recent graduate from a UK University (Expected/ 2:1 or higher),
- Experience in managing customers / staff,
- Created and delivered effective, practical, timely and cost-effective solutions to business issues and user requirements,

- A proven track record of successfully managing difficult and challenging situations,
- Knowledge of project life cycles and strategies,
- Ambition and ability to work under pressure and to deadlines,
- Experience of working with business clients,
- Numeric
- Basic costing and accounting knowledge,
- Excellent written and spoken English.

Desirable Candidate Criteria

- A second language (mandarin),
- Customer service back ground,
- Data Analytical Skills [SPSS, Matlab, Eview, tableau, SAS]
- Programming

Other Requirements

- Right to work in UK for the duration of the internship

How to Apply:

To apply, please complete an application form: www.exeter.ac.uk/careers/internshipform and email this to internships@exeter.ac.uk

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