

## Internship duties 2012 – Eurocentres Sales & Enrolments Department

<b>1. Post</b>	
<u>1.1 Post Definition:</u>	
a) Job title:	Sales & Enrolment support staff
b) Department:	Sales and Enrolments
c) Post holder:	
<u>1.2 Hierarchical Line Management:</u>	
a) Line Manager	Stefan Green - Deputy Head of Sales
b) Subordinates:	N/A
<u>1.3 Various:</u>	
a) Place of employment	Eurocentres London Head Office
b) Start date	To start as soon as possible
c) Working hours	09.00-17.00 Mon –Fri.
d) English Lessons	May attend afternoon classes, two days a week by arrangement with the Line Manager (5 hours per week)
e) Remuneration	£100 per week towards travel & living expenses
<b>2. Duties</b>	
(Ordering does not necessarily denote importance)	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Assisting the Eurocentres Centralised Sales &amp; Enrolment department to process bookings from agents/students around the world</li> <li>• Office Admin including organisation of filing systems</li> <li>• Ordering sales materials</li> <li>• Answering the phone and taking messages</li> <li>• Producing flyers to promote special offers at Eurocentres schools</li> <li>• Organising brochures and promotional material for student fairs</li> <li>• Taking minutes during Sales meeting</li> <li>• Analysing sales statistics</li> </ul>
<b>3. Requirements and Objectives:</b>	
<u>3.1 Requirements for the post:</u>	<ul style="list-style-type: none"> <li>• Administrative, organisational and communicative skills</li> <li>• Approachable, flexible</li> <li>• Able to work as part of a team</li> </ul>
<u>3.2 Objectives:</u>	<ul style="list-style-type: none"> <li>• To contribute to the efficient running of the Sales &amp; Enrolment department</li> </ul>
<b>4. Date / Signature</b>	
Post Holder:	
Line Manager:	