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Start date

July 2022

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Belfast, Northern Ireland

Belfast is the capital city of Northern Ireland and over recent years has seen a period of significant regeneration and growth. The birthplace of the [Titanic](#), this vibrant city has a buzzing nightlife and social scene with many cultural events taking place throughout the year. Close to beautiful countryside including [10 Game of Thrones filming locations](#) and the famous [Giant's Causeway](#). Belfast has something to suit all tastes.

Are you eligible?

You are eligible for an ESPA internship if you are a registered student or have graduated within the past two years and have access to some form of grant funding

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 brilliant opportunity for an enthusiastic student interested in management to gain practical experience in a revolutionary, fast-paced working environment in the medical technology sector. Mentored throughout, you will assist in a wide range of duties and contribute to the company's continued drive to revolutionise surgical procedures via 3D printing technology. Through your efforts within the team, you will help to optimise and work towards the eventual automation of a variety of tasks. This company has hosted several successful ESPA internships, so you are sure to have a rewarding experience, both inside and outside of work, in this lively city.

Tasks

During your time within this company you will;

- Assist with data management
- Complete a range of CRM and Sales Operation Administrative tasks
- Analyse and review the current CRM system and suggest areas for improvements
- Create reports for Management
- Work collaboratively to provide coherent support across departments
- Work both autonomously and with other team members to ensure and oversee the smooth running of daily operations
- Manage client accounts during allotted time slots

Desired Skills

- Studying towards a degree in Business Administration, International Business or similar
- Effective communication skills alongside strong written and spoken English
- Great time management skills and ability to meet deadlines
- Ability to multitask
- Strong numerical skills with excellent attention to detail
- Great organisational skills and willingness to work independently when required

Good to have:

- Some knowledge of financial systems

The Host Company

The host company is an innovative medical technology firm specialising in creating 3D prints from CT and MRI scans. This provides surgeons and clinicians with an accurate model to improve diagnoses, prepare and plan surgical procedures, resulting in shorter surgery times, improved patient outcomes and the advancement of surgical standards. This company is revolutionising the medical sector through continuous development and growth.