



## Erasmus+ Student Traineeship in the UK

<b>EMPLOYER INFORMATION</b>	
Name of organisation	KISS Communications Limited
Address inc post code	Suite 40, Unit 23 Cambridge Science Park, Cambridge CB4 0EY
Telephone	01223911123
E-mail	info@kisscom.co.uk
Website	www.kisscom.co.uk
Number of employees	20 employees
Short description of the company	<p>KISS is built on the philosophy of keeping things simple. Our mission is to surprise our clients with ideas that inspire.</p> <p>We provide strategy, advertising, design, branding, digital, exhibition, public relations and social media services.</p> <p>Our clients include Anglian Water, Bayer CropScience, Bokomo Foods UK, PlastiKote, Booking.com, Johnson Matthey, Bosch, and successful SMEs including IMServ, IXICO, G's, Bidwells, One Nucleus, Horizon Discovery, IMRG, 8 Solutions, PWR+, PraxisUnico, SBRI Healthcare, Real-Status, Intergence, Snap-on Industrial and Cambridge Past, Present &amp; Future.</p> <p>KISS Communications is on the Recommended Agency Register</p>
<b>CONTACT DETAILS</b>	
Contact person for this traineeship	Liz Wainwright
Department and designation / job title	Finance and admin manager at KISS Communications
Direct telephone number	01223911123
E-mail address	<a href="mailto:liz@kisscom.co.uk">liz@kisscom.co.uk</a>
<b>Application Procedure</b>	
Who to apply to (including contact details)	Liz Wainwright <a href="mailto:liz@kisscom.co.uk">liz@kisscom.co.uk</a>
Deadline for applications	31st May 2014

Application process	The application process will consist of one phone interview and a second one by Skype.
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Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	KISS Communications / Account Executive
Description of activities	<p>To assist the KISS Communications team, holding the position of Account Executive. The intern will work on different accounts across various sectors; supporting the Account Director in managing administrative and campaign work, ensuring that this is all completed on time and on budget.</p> <p><b>Main tasks:</b></p> <ol style="list-style-type: none"> <li>1. Working as part of an account team to develop client proposals and implement activity.</li> <li>2. Preparing client reports and attending client meetings.</li> <li>3. Liaising with clients and suppliers.</li> <li>4. Handling budgets, managing campaign costs and invoicing clients.</li> <li>5. Research of new business proposals such as analysing competitive activity.</li> <li>6. Negotiating with clients and agency staff about campaign details.</li> <li>7. Briefing the creative team on client requirements.</li> <li>8. General administration for KISS Communications.</li> </ol>
Location	Cambridge, UK
Start Date	1st of July 2014 or earlier if possible
Duration	For 3 – 6 months
Working hours per week	37.5
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	Depending upon the funding provided to the successful candidate, we may consider topping this up to help with food and travel costs.

## COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English (B2 is the required minimum level) German (native) or Dutch (native)
Computer skills and level of skills required	Strong computer skills including solid knowledge of Excel, Word, PowerPoint, and CRM systems.
Drivers license	Required
Other	<ul style="list-style-type: none"><li>• Organisation skills</li><li>• Teamwork</li><li>• Verbal and written communication skills</li><li>• Negotiation skills</li><li>• Understanding of business</li><li>• Autonomy</li><li>• Numeric skills</li><li>• Ability to make decisions</li><li>• Productivity</li><li>• Proactivity</li><li>• Ability to analyse</li><li>• Ability to solve problems</li><li>• Creativity</li><li>• Ability to work under pressure.</li></ul>

## INFORMATION PROVIDED BY

Name	Liz Wainwright
Department / Function	Finance and administration
E-mail address	<a href="mailto:liz@kisscom.co.uk">liz@kisscom.co.uk</a>
Phone number(s)	01223911123
Date	01 /05 /2014