

Vacancy: Business Internship

Who Are Reconomy?

We're an award winning highly successful business with our Head Office in Telford. We're proud of our culture which inspires people to work hard and to have a great time doing it (have you seen our Christmas videos!).

Who are we looking for?

We are looking for a diverse range of people to join our third internship programme after a very successful previous two years! Whether you're a school leaver, college or university leaver, or a student looking for an opportunity to earn and learn this summer you could join this opportunity.

To hear what our 2018 interns thought about their summer spent here, please click on the following link <https://youtu.be/5MXHv-SLfmE>

What Support Will I Receive?

You will receive support from departmental team leaders and managers during the series of work placements and specialist projects that will last between 6-8 weeks. The internship could allow you to work in a range of departments gaining valuable experience in general business, finance, customer service, marketing or IT.

Typical Duties and Responsibilities

- Assist in projects identifying business efficiencies, opportunities and technology innovation
- Record, update and maintain customer data and interaction on the Company's CRM system
- Coordinate supplier invoices and delivery information with service providers
- Provide administrative support to teams
- Establish working relationships with customers to provide excellent customer service

Desired Skills

- Confidence to build on customer service and telephone ability
- Accuracy with numbers and written communication
- Tidy, organised and a proactive approach to a workload
- Good at problem solving
- Driven with an enthusiastic and positive can-do attitude

Contract: Summer placement with the possibility of permanent employment, an extended contract, an Apprenticeship, or Graduate Programme upon completion. We can be flexible with start and finish dates to accommodate holidays and study.

To apply for this position, please submit your CV to Nicole Harris preferably via email – recruitment@reconomy.com