

Work Experience Opportunity *Export Development Executive*

THE ROLE

We are looking for a graduate to become our first Export Development Executive as a Work Experience Placement. Your role will be the key to developing our export strategy and helping us find our first French clients.

Working initially from our offices in Wiltshire, you will speak French as a first language. You will also have good English skills (and maybe other languages too).

You will be a well-motivated self-starter, who undertakes research and then writes an export strategy for our business. You will then put together a tactical plan and begin the process of looking for business opportunities in the French market. Finally, you will begin to develop those market opportunities by building relationships with potential customers in France.

You will be confident and outgoing with strong verbal and written communication skills, an eye for research, excellent attention to detail, meticulous organisation and the desire to develop business opportunities wherever you see them.

KEY RESPONSIBILITIES

Working with our directors you will be responsible for developing an export strategy, creating a budget and implementing a tactical plan for identifying potential clients in France.

You will build, maintain and communicate with a database of potential French businesses:- keeping in regular contact with them; identifying their marketing needs; looking opportunities; and ensuring that we are top of mind for any marketing, PR, advertising, website, graphic design and printing related projects.

WE ARE SEEKING

- French as a first language
- Other language skills desirable
- Excellent business/analytical skills
- Graduate calibre
- Interest in marketing/design
- Experience in sales/customer service or account management.
- Ideally, experience of PR/ Marketing at degree level
- Someone who thrives on building positive client relationships
- A team player
- A good eye for design
- An interest in the internet and e-commerce
- Good creative writing skills
- Excellent IT skills (MS Office)
- Experience of working in an office environment
- Willing to push yourself
- Good time keeping
- Organised - self starter
- Excellent positive telephone manner
- 100% committed.

WHAT WE HOPE YOU WILL LEARN FROM US

You'll be participating in the development of a completely new area of business – with a chance to work with the company's CEO and Creative Team to build an export strategy from the ground up.

With Mustard, you'll join the life of a growing creative business where ideas matter more than job titles, and where you have a chance to learn and succeed every day.

Best of all you will be in the company of an accomplished team of creatives who enjoy their work, and are interested in sharing their experience with you.

The successful candidate will be committed, resilient and prepared to work extra hours as required. You must be confident and presentable, have a good telephone manner, be well organised, computer literate and numerate.

THE MUSTARD AGENCY

We are a full service marketing agency, based near Salisbury, Wiltshire in the UK.

Our work encompasses graphic design, website design and development, print services, PR campaign planning, press release writing, feature writing, production of case studies, fact sheets, advertising, copy writing, photography, plus marketing training and consultancy services for a wide range of clientele. We are highly imaginative and have a strong portfolio of satisfied clients who like our work and regularly come back for more.

We are developing a strong reputation for our work in the UK. Now we want become an international agency – starting with our nearest neighbours in France.

We believe that there are many companies in France who would like to export more effectively to the UK. We want to help French companies get into the UK market, with the creation of websites, brochures, exhibition sets, advertising and other promotional materials in English.

Our nearest ports are at Portsmouth, Southampton and Poole. We are also close to airports at Southampton, Bournemouth and Bristol.

Interested? Call Paula Barclay now on 01722 744033, and apply with your CV to:
paula.barclay@themustardagency.com.