



## Erasmus+ Student Traineeship in the UK

<b>EMPLOYER INFORMATION</b>	
Name of organisation	Label Line UK Ltd
Address inc post code	Unit 10 Webber Estate Webber Road Knowsley Industrial Park L33 7SQ - England
Telephone	+44 (0) 151 546 2222
Fax	+44 (0) 151 546 0814
E-mail	dave@labellineuk.co.uk
Website	www.labellineuk.co.uk
Number of employees	13
Short description of the company	An UK based organisation that provides technical support, maintenance and distribution of thermal printers.
<b>CONTACT DETAILS</b>	
Contact person for this traineeship	Dave Lee
Department and designation / job title	Owner and Sales Director
Direct telephone number	+44 (0) 1515468181
E-mail address	dave@labellineuk.co.uk
<b>Application Procedure</b>	
Who to apply to (including contact details)	Dave Lee – dave@labellineuk.co.uk
Deadline for applications	Flexible – looking for immediate start
Application process	Please email us your CV/Cover letter for consideration and we'll discuss the application further with you at earliest convenience.
Other	

## PLACEMENT INFORMATION

Department / Function	<p>Sales Department / Sales executive</p> <p>Accounts Department / Accounts administrator</p> <p>Supply Chain / Supply Chain Assistant</p> <p>Service Department / Service engineer</p>
Description of activities	<ul style="list-style-type: none"> <li>• <b>Sales Department / Sales executive</b> <ul style="list-style-type: none"> <li>-Creating an action plan to approach a multitude of potential clients, promoting the company, its products and services.</li> <li>-Managing strong relations with a large portfolio of customers.</li> <li>-Additional duties required by the Sales Manager</li> </ul> </li>   <li>• <b>Accounts Department / Accounts administrator</b> <ul style="list-style-type: none"> <li>-Chasing payments</li> <li>-Managing telephone when required</li> <li>-Bookkeeping duties</li> <li>-Additional duties required by the Accounts Manager</li> </ul> </li>   <li>• <b>Supply Chain / Supply Chain Assistant</b> <ul style="list-style-type: none"> <li>-Planning delivery timetables</li> <li>-Dealing with suppliers</li> <li>-Overseeing the ordering and packaging process</li> <li>-Monitoring stock levels</li> <li>-Tracking products through depots</li> <li>-Additional duties required by the Supply Chain Manager</li> </ul> </li>   <li>• <b>Service Department / Service engineer</b> <ul style="list-style-type: none"> <li>-Installing and fixing equipment or machinery</li> <li>-Assisting customers with Technical support</li> <li>-Additional duties required by the Services Manager</li> </ul> </li> </ul>
Location	Knowsley Industrial Park – Meseyside - England
Start Date	Flexible date

Duration	6 months minimum
Working hours per week	34
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> <b>We can assist with finding accommodation</b> <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	£110 per week -bonuses and commissions depending on department
Other	

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Minimum : Fluency in English and an other west European language
Computer skills and level of skills required	Microsoft Office Packages, Internet and email
Drivers license	Not necessary
Other	

### INFORMATION PROVIDED BY

Name	Maria Cabrera
Department / Function	Sales Department / Account Manager
E-mail address	maria@labellineuk.co.uk
Phone number(s)	+44 (0) 1515451039
Date	June 2014