



Erasmus Placement at The Winning Box

The Winning Box (www.thewinningbox.com) is a business centre based in London that rents out a full range of boutique serviced offices to start up companies.

Available internship positions:

Receptionist:

- Welcoming visitors and introducing them appropriately.
- Answering, screening and forwarding any incoming phone calls to the right department.
- Receiving and sorting daily mail.
- Maintaining security by following procedures and controlling access.

IT & Programmer Assistant:

- Maintenance of printers, multifunctional devices, telephone systems and servers.
- Managing IT infrastructure.

Creative Assistant

- Creating several visual supports such as logos, brochures and advertising images.
- Developing web pages and managing webmaster tools and plug-ins.
- Management of Social Media networks and email campaigns.

Assistant Manager for The Winning Box and their associated companies

- Assisting the manager in the daily operations of the business.
- Creating databases of potential customers.
- Promoting the company's services by contacting potential customers both via email and telephone.
- Managing social media marketing campaigns and day-to-day activities
- Provide exceptional customer service.

We are looking for highly motivated University students who can join our team and have the opportunity to acquire and improve professional skills in a dynamic and international working environment.

They can apply by sending their CV and cover letter to hr@thewinningbox.com