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## We're recruiting: Business Administration Internship (Sales Department)

Full time for a period of either **6 or 12** months starting **July 2018**.

As a subsidiary of Daimler AG, EvoBus (UK) Ltd is responsible for the Sales and Aftersales of Mercedes-Benz Buses, Coaches and Minibuses within the UK and Ireland.

As the inventor of the bus and championing one of the world's most iconic brands, we set standards in safety, comfort, design and environmental protection.

In the UK and Ireland we provide exceptional Sales and Aftersales services to our wide portfolio of customers and business partners. Our constant pursuit of excellence in everything we do, means we are able to gain the competitive advantage needed to further expand our business. Equally as important as our modern production and manufacturing techniques are the enthusiasm and expertise of our people.

### Your Tasks:

Your tasks will involve a variety of administrative duties within the sales department, which will involve the following;

- Preparing management reports
- Producing presentations
- Data inputting
- General administration
- Assisting in a variety of projects

***Applicants must be able to prove their eligibility to work in the UK and provide proof that they will be a fulltime student during the period of internship.***

### Your Profile:

- A self-motivated and committed individual.
- Studying for a business related degree with the main focus and interest being in Business Administration.
- Well organised and methodical with strong attention to detail.
- Excellent communication skills.
- Fluent in English written and spoken; German knowledge is desirable but not essential.
- Computer literate (MS Office, particularly Excel and Word).

### Our Offer:

- A competitive cost of living allowance.
- A working week of 39 hours, Monday to Friday.
- Two days paid holiday per each completed month.
- An opportunity to develop business knowledge and skills in a professional environment.
- Support from experienced skilled professionals.

To apply for this position, please send your CV with a covering letter including a certificate of student enrolment as well as references to:  
Lauren Mellor, HR Intern, EvoBus (UK) Ltd, Ashcroft Way, Cross Point Business Park, Coventry, CV2 2TU or alternatively email: [internrecruitment\\_uk@daimler.com](mailto:internrecruitment_uk@daimler.com).

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