



Erasmus+ Student Traineeship in the UK

EMPLOYER INFORMATION	
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.
CONTACT DETAILS	
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
Application Procedure	
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	Sales Department / Sales executive Accounts Department / Accounts administrator Supply Chain / Supply Chain Assistant Service Department / Service engineer
Description of activities	Sales Department / Sales executive -Creating an action plan to approach a multitude of potential clients, promoting the company, its products and services. -Managing strong relations with a large portfolio of customers. -Additional duties required by the Sales Manager Accounts Department / Accounts administrator -Chasing payments -Managing telephone when required -Bookkeeping duties -Additional duties required by the Accounts Manager Supply Chain / Supply Chain Assistant -Planning delivery timetables -Dealing with suppliers -Overseeing the ordering and packaging process -Monitoring stock levels -Tracking products through depots -Additional duties required by the Supply Chain Manager Service Department / Service engineer -Installing and fixing equipment or machinery -Assisting customers with Technical support -Additional duties required by the Services Manager
Location	Knowsley Industrial Park – Meseyside - England
Start Date	Flexible date

Duration	6 months minimum
Working hours per week	34
Accommodation (please select)	☐ Accommodation will be provided ☐ We can assist with finding accommodation ☐ 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