

## Internship “Web Building & Development Executive”

Our company is based in Hove (Brighton) UK, only one minute from the beach. Our open positions are:

1 x mid October 2008 - for a minimum of 4 months

We provide internships all year.

### The tasks of the internship - Upstream Connections - include:

- telephone and email contact with our clients, designers, programmers, copywriters, other freelance contractors
- online and telephone research into competitors and generating new business leads in English your mother tongue
- some translation of websites and other documents (from your mother tongue into English and English into your mother tongue)
- general office duties, e.g. answering the phone, post collection, office shopping...
- E-newsletters
- Promotion of websites (in English and your mother tongue)
- Link building - Link Exchange - Search Engine Optimization
- creating client reports

### You should:

- be able to stay a minimum of 4 months
- be on the Leonardo/Erasmus scheme / or a British student
- be familiar with Microsoft Office, Open Office, Outlook Express, good Internet experience in general, Adobe Photoshop
- be able to speak good/very good English and ideally at least one more language

If you match those criteria please send your CV and cover letter to: [workexperience@upstreamconnections.com](mailto:workexperience@upstreamconnections.com), addressed to Steffi.

Also, please provide following information:

1. Exact dates when you can start the earliest and the last possible working day + length of stay
2. (Ideally) a landline number we can call you on for an interview + which days and times you are available for a telephone (or personal) interview
3. Your plans after your studies.

If you don't match those criteria please also go to [www.interntown.com](http://www.interntown.com). This website provides work experience all over the world. It is a free service for everyone looking for work experience.

**[www.upstreamconnections.com](http://www.upstreamconnections.com)**