

Undergraduate Placement Available: Commercial Administrator Undergraduate

Location: Warndon, Worcester

The purpose of this role is to liaise with key internal and external stakeholders and ensure that all service calls /projects are completed on time. To provide administrative support and assistance to various departments to ensure that all commissioning is completed on time and processed correctly.

Responsibilities:

- Liaise with Contractors and Specifiers to ensure that all commercial work is completed on time and to the client's requirements
- Provide administrative support to ensure that all internal documentation is reviewed and updated accordingly
- Support the team of LSS (Large Specified Systems)/SPS (Standard Production Systems) engineers.
- Assist the Coordination team, focusing on the effective planning of commercial work
- Responsible for the administration of Bosch Commercial and Industrial Commissioning

Your profile:

- Excellent communicator – via email and telephone
- Reliable, dedicated and self-motivated
- Good understanding of customer service and after Sales support
- Must be able to work individually as well as part of a team
- Must be computer literate – with excellent skills especially in Microsoft office
- Excellent numerical and written skills
- Ability to creatively solve problems and tackle obstacles quickly and efficiently

Interested? Then please send your CV and cover letter as one document via email to: Jobs.Worcester@uk.bosch.com

General Information

This placement advertised is only open to undergraduates who want to partake in a work placement of 12 months as part of their degree course. Before applying for this vacancy, you should inform your University Placement Officer. If your University does not have a Placement Officer, you must inform your Course Tutor. We also require confirmation of your student status and term dates upon request.



Undergraduate Placement Available: Industrial and Commercial Sales Undergraduate

Location: Warndon, Worcester

The purpose of this role is quotation generation, customer queries, preparing presentations, providing support for the Commercial Technical Managers, monthly reports and dealing with other Bosch departments for commercial projects.

Responsibilities:

- Main point of contact by phone and email for Sales Managers and customers
- Raising quotations using Customer Relations Management (CRM)
- Raising manual quotations when necessary
- Maintaining project information using CRM Presentations
- Assist the team in a variety of tasks
- Daily and monthly statistics
- Ordering literature

Your profile:

- Computer literate with a good knowledge of the Microsoft packages including Word, Excel & Outlook
- Good attention to detail, decision making and problem solving skills
- Ability to communicate confidently with personnel from all levels of the business
- Able to use own initiative with the ability to work on their own as well as part of a team
- Able to present themselves well when communicating with customers and suppliers
- Flexibility of approach towards working hours

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