

Lucid Direct Ltd

Junior Account Executive

One Year Paid Graduate Internship with opportunity of fulltime position for the right candidate

We are looking for a recent graduate who is looking for their first experience in the world of business. We are offering a paid internship in a busy SME based in Kingston Upon Thames. You must be able to easily travel to Kingston on public transport.

As part of the internship you will have your own projects and accounts and will be responsible for delivery on these accounts. As an intern, this is a great opportunity to learn how a small business works, how to account manage, profit and loss analysis, new business development etc. We will ensure that you are trained on the job throughout the year so that at the end of the 12 months, you will either feel confident to move on to your next role or we may offer you a full time role within Lucid.

Job Description:

Working with the Chairman and MD of the company you will be responsible for delivery of our promotional product supply chain business and our strategic promotional marketing activity with our news and mags clients.

Your brands will include as Hasbro, Eat Natural, News UK, Menzies and Smiths News plus a range of other new business ventures we have recently been appointed on.

You will also be supporting our News & Magazines Retail Manager on the day to day running of the division, working across a range of blue chip retailers in the management of the Newspaper & Magazine category.

The Role

The candidate will be responsible for the day to day management of retail groups within the Lucid portfolio, working with account manager and directors to help ensure the efficient management of the category and helping provide insight into the performance of each retail groups category. This will include all aspects of this side of the business including instore range management, sales data analysis and action planning, website content updates, promotional activity management, point of sale (POS) briefing to internal design team, client and project management for on deadline delivery.

The Candidate

You will be a recent graduate with a minimum 2:2 degree (or expected)

Ideally we are looking for someone who has studied business in some form at university, but are happy to consider bright, enthusiastic candidates from other disciplines. Importantly you must demonstrate a committed desire to work in the business environment.

We are a small friendly business, so from day one you will be a valued member of the team with genuine business tasks. You will need to prove how you can work both as part of a team and individually to achieve your objectives.

You do not have to have any retail or supply chain experience as we will teach you everything you need to know.

Candidate skills required (must be demonstrated with real examples)

Ambitious

Personable

Self motivated

A proactive quick learner

Confident to handle clients on a daily basis Organised

Numerate

Creative

Maths and English to at least GCSE grade B

If you are interested please send an email including your cv to:

jacqui@luciddirect.co.uk