



Apply here

Start date

May/June 2025

Duration

Up to 6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Staplehurst, England

Staplehurst is a town in Kent that offers a mix of historic and modern amenities. It has a well-connected railway station on the Southeastern Main Line, providing direct links to London and Ashford. It's surrounded by countryside, making it perfect for walking and outdoor activities. There is a range of local shops and pubs and is also close to attractions like Sissinghurst Castle and the Weald of Kent.

Are you eligible?

Are you a registered student?
Or
Have graduated within the past two years.

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is a fantastic opportunity for an enthusiastic student, keen to develop their logistics skills, at this global and independent freight forwarding company. Mentored throughout, you will gain hands on experience in logistics operations, cost calculation, and customer service. You will support the team in quoting, booking, and invoicing shipments. This role involves communicating with customers, transport carriers, and overseas partners to ensure smooth shipment handling. This is the perfect environment to advance your career, expand your skillset and experience handling imports and exports by sea, air and land throughout the world. If you want this experience on your CV, apply today!

Tasks

- Gather freight rates from carriers and partners, calculate costs, and send quotes to customers.
- Confirm bookings with customers, arrange transport with carriers, and coordinate schedules.
- Communicate with customers, carriers, and overseas partners to ensure smooth shipment handling.
- Ensure all necessary shipping documents are accurate and shared with relevant parties.
- Generate invoices for customers, verify carrier invoices, and resolve any discrepancies.
- Keep customers informed about shipment status, delays, and any changes.

Desired Skills

- Studying for a degree in supply chain, manufacturing management, logistics or other relevant
- Strong communication and organisational skills.
- Attention to detail and ability to manage multiple tasks.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Willingness to learn and work in a fast-paced environment.

The Host Company

The host company is a well-established freight forwarding company specialising in international logistics and transportation solutions. Founded in 1993 and headquartered in Kent, the company provides comprehensive shipping services across various modes. They work closely with a global network of transport carriers and overseas partners to offer cost-effective and reliable solutions for businesses of all sizes. The company is known for its expertise in handling complex shipments, ensuring smooth coordination between customers, carriers, and international agents.

The company employs a dedicated team of professionals and continues to grow, maintaining a strong reputation in the logistics industry.