



Apply here

Start date

April/May 2025

Duration

6 months

Languages

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

Location

Mere, England

Mere is a charming and historic town, sitting beneath the Southwest Wiltshire Downs, an area of outstanding natural beauty. In the centre of town there is a tearoom, pubs, take aways and other shops. Nearby there are outdoor sport pursuits along with excellent walking and cycling routes. Close to a major route, enabling easy travel all the way down to the south coast or up to London.

Are you eligible?

You are eligible for an ESPA internship if you are a registered student or have graduated within the past 12 months and have access to some form of grant funding.

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be

Role

This is a very exciting opportunity for a talented, proactive individual to gain practical experience at this globally recognised company. Mentored throughout, you will work on a variety of projects and tasks as well as supporting the business' ERP system. You will carry out an initial analysis of the data within the ERP, work with a wide range of stakeholders to gather data and identify improvement initiatives, anticipating and providing solutions for any potential 'red flags'. Alongside the IT Manager, you will review sources and availability of data, implement changes to the IT systems and facilitate agreed improvements to the ERP. This challenging and exciting project will be a great opportunity for both your personal and professional development. ESPA has worked with this host, repeatedly, creating fantastic student experiences. Now this is your chance to impress them and boost your CV and future career prospects.

Tasks

- Maintain the integrity of product records in the ERP system (WinMan), including routine audits and resolving discrepancies.
- Evaluate and define product fields, create reports, analyze data trends, and design dashboards using tools like Excel, SQL, or BI software.
- Develop and maintain procedural guides, step-by-step instructions, and provide training for stakeholders on data protocols and system usage.
- Work with other departments to ensure accurate product information updates
- Keep product files and documents in order, and complete important tasks like waste reports and customer data requests on time
- Ensure all data work follows internal policies and data protection regulations

Personal Skills

- Studying for a degree in **Business Analysis, Information Systems Management**, or similar
- Previous experience in data entry, database or product information management
- Proficiency in Microsoft Excel and other database software
- Strong attention to detail and accuracy, communication and interpersonal skills
- Excellent organizational and time management skills
- Ability to work effectively both independently and as part of a team
- Familiarity with product data standards and best practices (e.g., GTIN, UPC, SKU).

The Host Company

This successful host company is the UK's largest manufacturer of brushware and hygienic cleaning tools. Distributing their products worldwide they have set the benchmark for quality



ESPA

Data Administrator Internship (HBDA0612)

paid. Details available at
[interview.](#)

and innovation across the cleaning, food manufacturing and agricultural industries; their prestigious client base includes Coca Cola, Heinz and the UK Royal Family. With offices in the USA supplying the US, Canada and Central America, this host is expanding rapidly and seeking talented individuals to help drive future success.