

Job profile: Customer | Care Executive

Location: Mainz

Salary: 150 euros per Month (+ incentive)

Company description:

Main company based in Germany (Mainz) but we have a subsidiary in Malta. This internship takes place in Mainz. ML Components GmbH is the premier distributor of semiconductors and electronic components.

Our extensive, worldwide supplier base offers our global customers quick access to difficult-to-find parts. We are a strong and rapidly growing company with a competitive, energetic and international work environment.

Responsibilities:

- Responding to customers after sales inquiries; example delivery, payment, partial deliveries, shipping costs, defective product, refunds Etc...
- Contacting customers to offer an alternative part, requotes and upsells.
- This role involves working closely with the Purchasing department.
- This role will receive Active quotes from Sales Executives who leave the company.
- They will own the quote but not the company. If the company sends a requirement the Sales Executive will work on the requirement and will take over the quote if necessary.
- Must be Presentable, Patient to handle angry customers and skills over Crises Management
- To attend call inquires and transfer to concern dept.

Requirements:

- Business or marketing-related degree or equivalent professional qualification.
- Relevant product and industry knowledge.
- Microsoft office proficiency Excellent communication and interpersonal skill.
- Strong written and verbal communication.
- Motivation, drive and a desire to achieve financial success.
- Strong command of the English Languages - additional languages are an asset.
- Sales or Business Development experience is an advantage.
- Organization and planning, Strategic thinking and problem solving

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Electronic Component Distributors

2A Lapsi Street, St Julians, Malta

HR MANAGER ASSISTANT

Salary: 50 Euro/Month + commission

COMPANY DESCRIPTION

BD Electronics is a subsidiary of the German Electronic distributor, ML Components. The main company is based in Germany (Mainz). Our Sales department is multilingual with over 10 languages being spoken on a daily basis. The team at BD Electronics prides itself on its sourcing ability of electronic components. We have direct contact with over 700 recognized EC vendors worldwide. Additionally, BD Electronics has visibility on otherwise hidden "Excess OEM Stock" from 100's of OEMs globally. This all means that we have the ability to find Components that other Electronic distributors do not. This company offers an internship as donations recruitment HR officer/assistant in our office in Malta.

RESPONSIBILITIES

- Source new candidates
- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Build rapport and understanding with candidates that the company represents
- Assist promoting the company's services to candidates
- Build and maintain Database of candidates
- Conduct interviews using various reliable personnel selection tools/ methods to filter candidates within schedule

REQUIREMENTS

- Studies or experience in Human Resources, Sales, Marketing, or similar
- Good language skills, particularly in English – Additional languages are a bonus
- Good interpersonal skills, a "people person"
- Good manager of time
- A professional manner at all times
- Results driven individual with positive, "can do" attitude



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2A Lapsi Street, St Julians, Malta

SALES - EUROASIA ACCOUNT EXECUTIVE INTERNSHIP

WORKING HOURS: Monday to Friday 07:00 – 16:00

Salary: Based on commission.

COMPANY DESCRIPTION

Our main company ML Components is based in Germany (Mainz). We are a subsidiary based in Malta. This internship takes place in Malta. BD Electronics is the premier distributor of semiconductors and electronic components. Our extensive, worldwide supplier base offers our global customers quick access to difficult-to-find parts. We are a strong and rapidly growing company with a competitive and energetic work environment. The International Sales Executive will be responsible for the sale of semiconductors and electronic components. The ideal candidate must be well versed in the process of defining, developing, prospecting, servicing and nurturing a defined account base.

RESPONSIBILITIES

- Demonstrates technical selling skills
- Complete understanding of pricing and quotes process
- Work closely with colleagues and management to provide clients with most efficient and professional service possible
- Maintains accurate records of all sales and prospecting activities including sales calls, closed sales, and follow-up activities
- Demonstrates the ability to gather order information and submit detailed information for processing orders
- Maximizes all opportunities in the process of closing a sale resulting in increased market share globally
- Play an active role in the execution of Marketing and Business Development strategies

REQUIREMENTS

- Outgoing, positive personality
- Excellent communication and interpersonal skill
- Strong written and verbal communication
- Intermediate Computer Skills including typing, Excel, Word, Outlook
- Motivation, drive and a desire to achieve financial success
- Strong command of English - additional European or Asian languages are an asset (specifically German)
- Sales or Business Development experience is an advantage

Please contact us: hr@mlcomponents.com

Job profile: Digital Marketing Assistant

Location: Malta

Salary: 75 euros per Month (+ incentives)

Company description:

Main company based in Germany (Mainz) but we have a subsidiary in Malta. This internship takes place in Malta. ML Components GmbH is the premier distributor of semiconductors and electronic components.

Our extensive, worldwide supplier base offers our global customers quick access to difficult-to-find parts.

We are a strong and rapidly growing company with a competitive and energetic work environment.

Responsibilities:

- Managing and creating content for multiple Social Media accounts, and posting according to the schedule.
- Generate potential leads through SEM and Key Words.
- Improving our website SEO and producing high quality backlinks.
- Conducting analytic reports using Google Analytics and other tools.
- Monitoring website performances.
- Assisting with Digital Marketing campaigns.
- Monitor, review and provide content for the company newsletter.
- Assist with Campaign videos and creating video content.
- Writing articles or blogs.
- Improving Brand awareness locally.
- Designing and developing line cards, flyers and Posters.
- Carrying out research projects on the industry and our competitors.

Education and Experience:

- Business or marketing-related degree or equivalent professional qualification
- Relevant product and industry knowledge
- Microsoft office proficiency
- Relevant software applications skills such as Adobe Illustrator, Photoshop and Premiere
- Knowledge Keywords, SEO and Google Analytics
- Familiarity with Twitter, Facebook, LinkedIn and YouTube
- Interest Blogging or writing articles
- Web development languages are a bonus

Key Competencies

- Strong level of both written and spoken English, other language is an advantage
- Good organizational skills and ability to meet deadlines
- Broad cultural knowledge
- Communication skills
- Organization and planning
- Strategic thinking
- Problem analysis and problem solving



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2A Lapsi Street, St Julians, Malta

PURCHASING ASSISTANT

Salary: 150 Euros/m

COMPANY DESCRIPTION

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RESPONSIBILITIES

- Locating products
- Negotiate pricing, recognize market trends and in-demand items
- Developing and maintaining business relationships with Vendor Reps.
- This position interfaces internally with the Sales Department and externally with Vendor Reps. Applicant should be able to work well with others, and must be detail orientated

REQUIREMENTS

- Currently enrolled or owned of Bachelor's or Master's degree in Economics/Supply chain management/International Trade
- Attention to detail
- Good organizational skills
- Good level in English
- Good communication/negotiation skills and teamwork
- A positive attitude
- Chinese language is an advantage