

# Golden Moments

## The company

Location	Southsea, Hampshire, United Kingdom
Type of business	Marketing
Job function	Finance Specialist

## Trainee's profile

Languages required	Fluent written and verbal communication skills in English is essential
Education	Academic background in an economic/business related discipline
Computer skills	Proficiency in Word, Excel, Power Point, Adobe Photoshop and database management
Required skills	<ul style="list-style-type: none"><li>• Problem solving skills and attention to details</li><li>• Team player with ability to build relationships and negotiate both with internal organizations and external partners</li><li>• Willingness to join a dynamic, multinational team</li></ul>

## Job description

### Job content

Golden Moments are the experience hunters. We search across Europe and beyond for amazing and unforgettable experiences. From rally driving in England to ballooning over Spain and everything in-between. Our experiences are used as spectacular gifts by individuals and by companies as incentives and sales promotions. Established in 1999, with the principle aim of making dreams come true™, Golden Moments is an organisation proud of its reputation and customer service, operating in the UK, France, Germany, Switzerland, Austria, the Netherlands, Belgium, Ireland, Italy, Sweden and Spain. We work with major multi-national clients and brands such as: Hilton Hotels, American Express, WPP Group, FedEx, Lastminute, Durex and AEG.

#### **Prospect:**

The Intern Development Programme is an important part of the Company's business plan. Internships carry real responsibility, require high levels of motivation and will continue to challenge you throughout the time you are at Golden Moments. You will work within an international team and introduced by your team leader you have the possibility to improve your business skills as well as your self-reliance and of course your English. Join our team in Golden Moments to learn, improve and participate actively.

### **Overall Responsibility:**

The internship programme is an integral part of our business, with each role directly impacting upon the business and the basis for management decisions. With continued growth in the business you will need to remain flexible to change and passionate about the firm's vision. In providing such a rewarding opportunity we expect you to share our dedication to the business and customers. A strong work ethos, combined with an environment that is professional whilst fun, makes our workplace open and respecting.

### **Main activities:**

- Accountancy of the market
- Liaise with debtors and creditors to organise payments
- Provide timely and accurate information to colleagues in the Business Development and Marketing teams
- Execute projects linked to the financial development of the company reporting and make recommendations to management

The company can provide help in finding accommodation.

Portsmouth is a university city with shopping centres, beach, marinas, bars, clubs and restaurants, located 1 hour 30 minutes south of London.

Notes