

## Internship

Carbon Credentials Energy Services Ltd is a leading provider of Energy Efficiency Solutions for major UK businesses. This means that we help UK businesses save money AND be greener at the same time.

In difficult economic times this is one business area that is seeing growth. It is also an exciting place to work in – as we are really achieving something towards reducing the UK's emissions of greenhouse gases.

As we grow, we are in need of help. Right now until the end of the summer we need a green-marketing and/or technical assistant to help with a multitude of tasks, principally:

- *Research to identify prospective clients, to feed into our sales team*
- *Business correspondence – emails/letters/faxes/reports/proposals*
- *Internet research – technologies, companies, legislation*
- *Dealing with queries*

The basic skills needed are: a good telephone manner, the ability to use a computer (Outlook/Excel/Word/Powerpoint/Explorer), and an organized and methodical way of going about your work.

Skills, however can be learnt and attitude is much more important. If you want to learn we will guide you.

We have a modern easy going culture and a strong belief in climate control and carbon reduction.

At the end of the internship you will also be given the opportunity to write a mini-thesis on your experience, which we will give you feedback on and a reference you can keep for any future employer.

We will pay any business expenses incurred and our intern trainee fee of £500 per month.

The position(s) will be based at our Farnham, Surrey office.

**Please email cover letter and CV to us at [intern@carboncredentials.net](mailto:intern@carboncredentials.net)**