

Graduate Intern

Lumenisity is an established independent company originally spun out from the world-renowned Optoelectronics Research Centre (ORC) at the University of Southampton. We have brought to market novel optical fibre technologies based on Hollow-Core Technology for a variety of end user applications. Our goal is to be the world's premier high-performance hollowcore fibre optic cable solutions provider offering customers reliable, deployable, low latency and high bandwidth connections that unlock new capabilities in communication networks.

Well-funded from a consortium of industrial and private investors and having recently built our own state of the art fabrication facility in Romsey, we are now looking to further expand our team and infrastructure to work both independently and in continued collaboration with the ORC. We have recently announced significant contracts and collaborations with major carriers and end users as well as key companies in the telecom and datacom eco system.

We seek dynamic candidates with energy and a passion for innovation to join and work with us in a fast growing, multidisciplinary team to bring next generation products to market. This creative environment is one in which we anticipate people will develop professionally within a high growth company. In return we can offer a competitive compensation package and a commitment to exciting product development into a fast-developing field.

We are looking for someone to support the Marketing Manager and Administrative Manager with various marketing and admin duties in an office-based role.

What you will do:

You will be responsible for assisting with marketing operations under the supervision of the Marketing Manager. Tasks include:

- Writing, editing and posting content for the intranet platform, following the content plan and liaising with contributors
- Helping with planning events from exhibiting at tradeshow to careers fairs
- Regularly updating the company's customer relationship management system (CRM) with relevant information for tracking
- Carrying out frequent research on competitors, events etc.
- Managing marketing and events storage materials onsite
- Designing, obtaining approval, ordering and distributing branded items and collateral for the Lumenisity team and customers, including clothing, business cards, giveaways and printed collateral
- Assisting in the creation of written, video, and image content for marketing purposes
- Participating in marketing brainstorming sessions
- Managing the reception area literature stand and display case, making sure it is fully stocked, up to date and labelled correctly



- Proof reading marketing collateral such as press releases, white papers, datasheets etc
- Supporting with future marketing-focused projects from research through to launch/completion
- Additional tasks to support the Sales and Marketing team including assisting with daily administrative duties onsite
- Assisting with social media activities and website maintenance

You will also support the administration team on several key tasks including:

- Raising and placing purchase orders and keeping track of deliveries
- Following through regarding invoices and payments and dealing with post-delivery issues as they arise
- Organising shipments and logistics
- Assisting with the coordination and planning of essential services around the office, including catering and event organisation
- Assisting with the management of office supplies
- Supporting key members of staff on various ad hoc matters

Key knowledge and skills sought are:

- Excellent attention to detail – accurate and thorough
- Good IT skills (e.g. MS Office)
- Excellent communication skills (written and verbal)

Key attributes sought are:

- Ability to solve problems in a practical and pragmatic way
- Fast learner, flexible and adaptable Good time management
- Excellent organisational skills
- Ability to multitask and take initiative
- Ability to take direction and absorb information quickly
- Works well under pressure – calm (while remaining enthusiastic!)
- Skilled at developing relationships (internal and external)
- Proactive
- Excellent team player but also happy to work independently and keep busy

Location:

We are located in Hampshire between Southampton and Romsey within a few minutes of the M27.

Interested?

Please send your CV/Resume with a covering email in confidence to recruitment@lumenisity.com. We shall respond to all enquiries.