



ACCOUNTING/ AUDIT ASSISTANT INTERNSHIP

Salary: 150 Euro/Month

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.

RESPONSIBILITIES

- Preparing, as well as assisting with, monthly management report analysis
- Assisting with Bookkeeping and administrative requirements and procedures
- Analysing account information
- Preparing salaries for the employees
- Documents financial transactions by entering account information
- Recommends financial actions by analysing accounting options
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures
- Support in the review of month-end financial statements including any unusual gross profit levels and notifying supervisor of any unusual items

REQUIREMENTS

- Studying for/in possession of Accounting or Finance related degree
- Previous practical Accounting and/or Auditing experience is considered an asset, but not a necessity
- Good level of English
- Good organisational skills and attention to detail
- Ability to complete tasks in an accurate and timely fashion
- Ability to work on your own initiative where necessary



Electronic Component Distributors

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



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



Electronic Component Distributors

2A Lapsi Street, St Julians, Malta

IT AND WEB DEVELOPMENT INTERNSHIP

Salary: 200 Euro/Month, Duration: 3 months' minimum

COMPANY DESCRIPTION

This is a great opportunity to join a growing company, which provide professional services to its clients. The company has a strong focus on its online marketing and SEO strategies. This allows the company to generate and maintain partnerships with its international clients and suppliers. Working within an ever changing industry, the company prides itself on meeting their client's expectations with precision.

RESPONSIBILITIES

- Assist the IT Manager with the delivery of all aspects of ongoing IT development
- Maintain IT Infrastructure, incl. Servers, PCs, Printers, Software, Telephony System, etc.
- Provide IT support to internal users
- Help to develop company websites, including SEO optimisation, UI and other features
- Updating or editing online content, create AdWords campaigns and email campaigns
- Managing digital marketing plans that will increase web traffic and customer engagement
- Research new technology, and implement it or recommend its implementation.

REQUIREMENTS

- Degree level in an IT discipline, or currently studying a related IT qualification
- Ability to diagnose and solve issues involving common desktop applications and PC hardware
- Experience with HTML5, CSS required
- Knowledge of SEO and how SEO improvements can boost our web traffic
- Joomla, WordPress or other CMS administration experience
- Working with Excel and csv files
- Knowledge of Java, JavaScript, C, C#, C++, Python, AJAX, PHP would be considered an asset
- An understanding of SQL Databases would be considered an asset
- Ability to work on your own initiative where necessary

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



Electronic Component Distributors

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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



Electronic Component Distributors

2A Lapsi Street, St Julians, Malta

Software Developer Internship

Salary: 200 Euro/Month, Duration: 6 months minimum

After 6 months 400 Euro/Month Salary

COMPANY DESCRIPTION

This is a great opportunity to join a growing company which provides professional services to its clients. The company has a strong focus on its online marketing and SEO strategies, allowing the company to generate and maintain partnerships with its international clients and suppliers. Working within an ever-changing industry, the company prides itself on meeting its clients' expectations with precision.

RESPONSIBILITIES

- Developing software to automate the company's procedures.
- Creating and extending functionality for business tools such as the staff portal, CRM, mail server, and PBX.
- Procuring, processing, and querying large amounts of company data.
- Identifying and repairing flaws in existing company software.
- Ensuring that all developed software is well-documented.
- Assisting the IT Manager with the delivery of all aspects of ongoing IT development.
- Providing IT support to internal staff.

REQUIREMENTS

- An ongoing or completed ICT-related degree (EQF Level 6 or higher).
- Advanced knowledge of Java and MySQL.
- Basic knowledge of HTML, CSS, and Javascript.
- A willingness to persevere when a problem cannot be solved.
- An ability to work on your own initiative where necessary, as well as in a team.
- Advanced knowledge of Excel and Photoshop is an advantage.
- An aptitude for communicating effectively with non-technical staff to determine internal IT issues.



Electronic Component Distributors

2A Lapsi Street, St Julians, Malta

Web Developer Internship

Salary: 200 Euro/Month, Duration: 3 months minimum

After 6 months – 400 Euro/Month Salary

COMPANY DESCRIPTION

This is a great opportunity to join a growing company which provides professional services to its clients. The company has a strong focus on its online marketing and SEO strategies, allowing the company to generate and maintain partnerships with its international clients and suppliers. Working within an ever-changing industry, the company prides itself on meeting its clients' expectations with precision.

RESPONSIBILITIES

- Developing company websites, including researching and developing strategies for SEO optimisation, UI, and other features.
- Updating and editing online content.
- Creating effective AdWords campaigns and email campaigns in conjunction with the Advertising Department.
- Managing digital marketing plans that will increase web traffic and customer engagement.
- Updating and maintaining company blogs.
- Assisting the IT Manager with the delivery of all aspects of ongoing IT development.
- Providing IT support to internal staff.

REQUIREMENTS

- An ongoing or completed ICT related degree (EQF level 6 or higher).
- Knowledge of SEO and how SEO improvements can boost our web traffic.
- Experience administrating Joomla, WordPress or other CMS solutions.
- Advanced knowledge of HTML, CSS, and JavaScript.
- Some understanding of Java, AJAX, and PHP would be considered an asset.
- An understanding of SQL Databases would be considered an asset.
- A willingness to persevere when a problem cannot be solved.
- An ability to work on your own initiative where necessary, as well as in a team.
- Advanced knowledge of Excel and Photoshop is an advantage.
- An aptitude for communicating effectively with non-technical staff to determine internal IT issues.