

# Student Trainee – Sales & Market Research

## ENERTEK SIA | Riga (hybrid • flexible hours)

### About ENERTEK

ENERTEK designs and supplies high-efficiency biomass energy systems for utilities and industry across Northern and Central Europe. Join our **young, innovation-driven team** and get real-world insight into the fast-growing clean-tech sector.

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### Your Starter Tasks

- Build & maintain Excel-Sheets lists of potential clients and partners.
  - Transfer and clean data from web, LinkedIn and trade directories.
  - Research company and contact details online.
  - Support the sales team with document updates, mail-merges and light market scans.
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### Skills & Insights You'll Gain

- Advanced spreadsheets: lookups, filters, data flows.
  - Lead-generation workflow: turning raw data into qualified B2B opportunities.
  - Biomass market basics: key players, project lifecycles, business models.
  - Inside an international core team: how sales, engineering and marketing align.
  - Professional communication: crisp status reports, data visualisation, outreach etiquette.
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### What We Offer

**Part-time internship** (10–20 h/week; we adapt to your study schedule).

- Direct mentoring from our sales & business-development leads.
  - **Access to internal meetings and strategy sessions – real insight, no coffee runs.**
  - **Certificate of completion and a priority path to a junior role if you excel.**
  - Supportive culture that values fresh ideas and initiative.
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### Your Profile

- Bachelor student (Year 2–4) in Business, Economics, Energy, Environmental Science or similar.
  - Solid Excel/Google-Sheets skills.
  - Curious, organised, reliable; fluent in English (German a plus).
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### How to Apply

Send an e-mail to [n.drozda@enertek.lv](mailto:n.drozda@enertek.lv) (subject: *Trainee – Sales & Research*) with:

- CV or relevant
- Five lines on why you want this experience.
- Earliest start date and preferred weekly hours.

Applications are reviewed on a rolling basis. Target start: May/June 2025.

Questions? Write to [n.drozda@enertek.lv](mailto:n.drozda@enertek.lv) – we'll be happy to help.