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MARKETING / SALES

Graduate Job

Reference:	GHYS 1 - 223
Job Title:	Category Assistant
Company Description:	Highly respected retailer
Location:	Central London
Start Date:	ASAP

Job Description:

To support the Category Manager and Assistant Merchandiser administratively ensuring optimum accuracy to enable the range/stock planning process and product development process to run smoothly.

To ensure other functional teams are supported when requiring information/samples from the Buying & Planning team and to be the point of contact for the Category for external suppliers alongside the Category Manager.

Range Planning Tasks:

- To issue and collate all branded supplier range templates to create an accurate range plan as instructed by the Category Manager
- To ensure all Own Brand range plans are populated with accurate product and cost information, as instructed by the Category Manager

Product Development Tasks:

- To be the central co-ordinator for Own Brand packaging development including liaison with agencies, Category Managers, QA and suppliers to ensure timely approval and issuing to printers
- To be the point of contact for receiving information and requesting follow-up from prospective suppliers, as decided by Category Managers
- To support Category Managers with competitor shopping and market research as required

System Maintenance Tasks:

- To support Category Managers with competitor shopping and market research as required
- To set up, manage and maintain all SKU and supplier information on the IP system ensuring all data is accurate
- To set up, manage and maintain accurate cost and selling price files for all stores
- To set up and maintain all SKU data and price files for concession and consignment partners
- To accurately input price amendments into IP upon instruction from Category Managers
- To make amendments to the order book as directed by the Assistant Merchandiser

Internal/External Support Tasks:

- To support the Marketing/Events/PR teams with requests for samples and information for events
- To co-ordinate the Christmas in July event alongside the Marketing team
- To liaise with suppliers to receive web specific content, including: product descriptions/copy, images and web-specific attributes (eg; battery requirements, age grading)
- To feed back to prospective suppliers on product proposals submitted, as directed by the Category Manager
- To be the key point of contact for suppliers in the absence of the Category Manager
- To resolve invoice queries and communicate the answers promptly to the Finance team
- To ensure new supplier account information is collected, signed and set-up promptly to enable payment

Other Tasks:

- To maintain the samples in the office ensuring only appropriate products in development are kept for reference and others are disposed of via the agreed routes
- To maintain the supplier information/catalogue filing system
- To effectively undertake other reasonable responsibilities as required

Essential requirements:

- Fluent written and spoken English
- Numerate, literate and highly articulate
- PC literate – good knowledge of Excel & Outlook Team Work
- Customer Focus
- Personal & Business effectiveness
- Commercial Awareness
- Analytical Thinking & Decision Making
- Taking initiative independently
- High level of organisation
- Drive & Determination
- Following & Improving Business Processes
- Highly organised and able to prioritise own workload
- Demonstrates flexibility
- Able to work to challenging deadlines whilst maintaining focus on priorities
- High drive and personal commitment to self and the business
- High levels of attention to detail
- Adaptable in a changing environment
- Able to work autonomously and as part of a team

Desirable attributes:

- Confident and self motivated
- Good communicator

Location:

- Central London

Company Activity:

- The company is a global highly respected retailer, founded in 1700 and with six other outlets in the United Kingdom as well as worldwide.

Remuneration details:

- Salary £15,000 - £18,000 basic, plus bonus OTE £25,000 - £30,000

More details: <http://www.intergrad.co.uk/ops/job.php?id=751&job=Category-Assistant>

Graduate Job

Reference:	GTRC 1
Job Title:	Client Manager
Company Description:	Specialist interiors
Location:	Essex
Salary:	£18,000 per annum

Job Description:

Manage the communication, planning, programming and issue of projects for Independent Living. Work closely with surveyors, monitors progress and deals with customer queries. Provide a sensitive and effective communication process with customers and clients.

- Receives client instructions and checks all details against schedules/specifications. Advises responsible Surveyor
- Updates customer, surveyor and client
- Manage allocation of time slots and appropriate fitters to jobs
- Provides necessary documentation to fitters, customers and clients
- Monitors progress against target dates
- Assembles post-job documentation and Manages master programme of all department projects
- Records job starts and completions for KPI's etc
- Communicates any time variations , problems, issues etc. to responsible surveyors and to clients
- Prepares weekly and monthly reports for directors and attend client review meetings
- Manage uniforms , ID badges , vehicle signwriting and DBS checks
- Meets and greets clients visiting showroom

Key skills required:

- Graduated from a relevant study
- Excellent English written and spoken
- Good communication skills
- Excellent organisational and planning skills
- Proficient in IT (XL, Word, Office)
- Good person management skills
- Good business and commercial understanding

Desirable Skills:

- Previous work experience in similar role highly beneficial

Company activity:

- The company is a well established business based in Essex

Location:

- Essex

Remuneration details:

- A salary of £18000 p.a. depending on skills and experience.

More details: <http://www.intergrad.co.uk/ops/job.php?id=752&job=Client-Manager->

Graduate Job

Reference:	GPDC 1 - 227
Job Title:	German / Scandinavian Speaking Sales Executive
Company Description:	Online Retailer
Location:	Buckinghamshire
Start Date:	ASAP

Job Description:

Working within a well-established family business selling unique and creative party supplies, in whole sale volumes, business to business. The company is experiencing significant growth are seeking an experienced sales professional with foreign languages to grow their buoyant international markets. They seek a motivated bi-lingual sales professional who ideally speaks German or one of the Scandinavian languages and is excited by new challenges and exceeding targets. Reporting directly to the International Sales Manager.

Key responsibilities will include:

- Researching international market place for prospective clients
- Agree and work towards achieving agreed sales targets
- Developing a strong sales pipeline through calls, emails, exhibitions and regular follow up communications with prospective and existing clients
- Selling business to business, predominantly over the phone and via email but with occasional international travel to key clients.
- Account managing and growing existing client base through effective relationship building techniques
- Produce regular reports on progress and deliver results within sales meetings
- Maintain accurate sales records and liaise with Sales Administrator on follow up materials for existing and prospective clients.

Essential requirements:

This role sits within a close knit team of driven and dedicated colleagues who are passionate about the products they sell and about the business they support.

To be successful you will need to demonstrate the following skills:

- Fluency at least one foreign language to business standard (oral and written), ideally German or one of the Scandinavian languages.
- Experience in sales, ideally business to business or with proven new business development.
- Strong organisational and time management skills
- Intermediate MS Office skills and ability to learn new sales database systems
- Excellent telephone manner and customer service skills
- Good written and verbal English communication skills
- Strong team player
- Ability to work proactively using own initiative
- Mature negotiation skills matched with strong listening skills

Reporting directly into the International Sales Manager. The company is close to good public transport links but can also provide parking facilities for those wishing to commute by car. You will need to be happy working in a small company environment.

Desirable attributes:

- Previous experience in a similar environment would be very useful

Company Activity:

- Specialist online retailer

Location:

- Buckinghamshire

Remuneration details:

- £15 – 18k basic (depending on experience), with 25k+ OTE

More information: <http://www.placement-uk.com/ops/job.php?id=1442&job=German-/-Scandinavian-Speaking-Sales-Executive>

Graduate Job

Reference:	GSKN 1 - 207
Job Title:	Sales & Marketing Assistant
Company Description:	Pharmaceutical Supplier
Location:	West Midlands
Start Date:	ASAP

Job Description:

Working as part of a successful SME, the company are looking for a bright and motivated student to join their growing organisation.

They are looking for someone who has a strong command of the English language, who are team players, who have excellent communication skills, have the ability to listen, and are able to meet & exceed targets and who have a strong work ethic.

Key responsibilities will include:

- Management of all company social media channels – both strategically and implementing the campaigns
- Management of the content of the company website
- Deliver sales presentations, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service to generate and appointment for a sales representative
- Contact hospitals, PCT or private centres by telephone or email in order to solicit sales, or to gather information for the purpose of marketing or appointment making
- Explain products or services, costs and answer questions from customers
- Obtain customer information such as name, title, department, address, patient data and current products used with volumes dispensed and the process of prescribing, in addition gather competition intelligence and the decision makers
- Record all information, reactions of prospects contacted
- Obtain names and telephone numbers of potential customers from sources such as databases, directories, internet, existing data, trade journals and lists purchased from other organisations
- Adjust sales scripts to better target the needs and interests of specific individuals
- Answer telephone calls from potential customers who have been solicited through marketing activities and process relevant data
- Telephone or write letters to respond to correspondence from customers or to follow up initial sale contacts
- Maintain all records of contacts, accounts, sales and links with other organisations
- Schedule appointments for sales representatives to meet with prospective customers
- Manage the social media marketing to improve lead generation
- Manage database and CRM system to ensure data is accurate and up to date
- Ensure regular communication is maintained between sales and management ensuring continuity of Information

Essential requirements:

- Fluent written and spoken English
- To have studied a relevant Masters or Degree
- Excellent communication skills
- Knowledge of the principles and methods for showing, promoting and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques and sales control systems
- Excellent customer service skills
- A confident telephone manner
- Negotiation and persuasion skills
- Excellent time management

Desirable attributes:

- Previous experience in a similar environment would be very useful
- Knowledge of the pharmaceuticals industry

Remuneration details:

- Salary £15,000 - £18,000 basic, plus bonus OTE £25,000 - £30,000

More details: <http://www.intergrad.co.uk/ops/job.php?id=749&job=Sales-&-Marketing-Assistant>

Graduate Job

Reference:	GACA 3 - 195
Job Title:	Marketing Executive
Company Description:	Educational Institution
Location:	Nottinghamshire
Start Date:	ASAP

Job Description:

This is unique opportunity for a one year paid internship to an enthusiastic student looking for a varied marketing role to gain fantastic experience. The role will be working within a rapidly expanding team with an ambitious and challenging marketing strategy in place for 2014. To help reach and surpass these targets they require a marketing assistant to help support the Marketing Manager with all areas of the marketing mix. As a marketing assistant you will be responsible for creating consistently high quality content to be used both online and offline as well as playing a key role in the maintenance of all social channels. Additional marketing activities will also be required from the assistant throughout the year on an ad-hoc basis. They are looking for an enthusiastic and dedicated person to join our friendly team that has a real passion for all things related to marketing.

Key responsibilities will include:

- Outstanding written and spoken English
- Apply social media skills and knowledge to the various different channels
- Carry out in-depth and detailed competitor analyses
- Produce in-depth digital marketing reports
- Perform daily marketing administration tasks
- Update web content, produce all work to a high standard of literacy and demonstrate strong brand advocacy
- Ability to work on own initiative as appropriate, together with
- Undertake any reasonable task required by your manager or the directors

Essential requirements:

- Outstanding written and spoken English, together with studying a relevant degree in Marketing
- Competence in Microsoft Office
- Team player, Good time management and Strong communication skills
- Good numerical skills as well as ability to work independently and as part of a team
- Keen eye for detail and Well organised

Desirable attributes:

- Experience working in marketing and Knowledge of interior design

Remuneration details:

- A salary of £12950 for the 12 month period (paid in monthly instalments) will be provided

More details: <http://www.intergrad.co.uk/ops/job.php?id=748&job=Marketing-Executive>

Graduate Job

Reference:	GCLB 1 - 180
Job Title:	Sales Executive
Company Description:	Online Accounting
Location:	London
Start Date:	ASAP

Job Description:

This is an exciting and fast paced role for a successful accounting business. The role will be to support and promote the company's various services by generating warm leads to promote the business and creating new sales campaigns to target the accounting community. You will have the ability to build relationships quickly and easily whilst maintaining a sales CRM system to ensure customer data is intact. It is important to be the voice of the company being professional and friendly and to quickly qualify if a lead is warm or not.

They are looking for a friendly team member who is ready to take a plunge into the deep end at this fast paced company. This is a new role and will generate a large proportion of our new business leads. The right candidate will work well under pressure and thrive in a busy environment.

Essential requirements:

- Excellent English skills both verbal and written
- Work experience in Sales
- Very strong communication and negotiation skills
- Uses own initiative
- Non traditional sales manner
- Great customer service
- Great organisation
- Self starter
- Able to work as part of a team
- Ability to work towards targets

Desirable attributes:

- Excellent phone manner

Remuneration details:

- Salary circa £20,000 per year depending on experience

More details: <http://www.intergrad.co.uk/ops/job.php?id=744&job=Sales-Executive>

Graduate Job

Reference:	GPOI 1 - 170
Job Title:	Sales, Marketing and Business Development Executive
Company Description:	Software Company
Location:	Hampshire
Start Date:	ASAP

Job Description:

This is an exciting opportunity to join a small but growing team working within a dynamic, market-leading small business.

This is a hands-on job, with responsibilities for marketing and selling real-time business-critical decision support applications for the Energy Market.

The Sales, Marketing and Business Development Specialist is responsible for marketing to generate, qualifying and prosecuting new sales leads to support the Managing Director and other sales personnel.

This individual will be a highly motivated, self-starter able to identify and develop new business prospects from multiple sources including inbound marketing leads, prospect lists, discovery and individual research. A dynamic personality with a drive to reach decision makers is essential!

Key Responsibilities:

- Develop new business via telephone and other communication such as email, mailshots and social media to introduce various products and identify appropriate buyers within the target market
- Reviewing the company sales and marketing material, to ensure it is achieving its aim and remaining up to date
- Propose updates/ changes / new marketing methods
- Monitoring of the company website / Adwords / LinkedIn ads performance
- Identifying visitors and generation of potential leads
- Assisting Sales and Sales admin
- Lead Generation / Sales presentation preparation
- Follow up on leads and conduct research to identify potential prospects
- Identify key buying influencers within these prospects to determine budget and timeline
- Build and cultivate prospect relationships by initiating communications and conducting follow-up communications in order to move opportunities through the sales funnel
- Work with the Managing Director to develop and grow the sales pipeline to consistently meet quarterly revenue goals
- Manage data for new and prospective clients in Pipedrive.com, ensuring all communications are logged, information is accurate and documents are attached
- Prepare and analyse sales pipeline reports and dashboards
- Prepare and adapt marketing media to changing product capabilities and market requirements
- Delivery of consistently excellent customer service
- Advising customers of great offers
- Delivery options to maximise sales
- Utilising stock and processes
- Build and maintain a rapport with customers, up selling to achieve maximum sales

Essential requirements:

- Excellent written and spoken English
- Ability to work professionally, quickly and accurately whilst under pressure with a friendly, positive can do attitude
- Self-motivated, pleasant personality. Must enjoy working in a small team and individually
- Ability to communicate with accuracy and clarity in both verbal and written communications, especially with external personnel at all levels
- A strong technical ability able to understand complex technical software solutions and to be able to present these to potential customers
- Have a 2.1 in a relevant Masters or under graduate degree or at least 5 years demonstrable relevant and current experience
- Experience in a test sales role for a technical company
- Experience developing sales and marketing material and literature
- A proven track record of strong client interaction and relationship building.

Desirable attributes:

- Good understanding of MS Office tools, (Excel, Word etc) and the Internet is very important
- Demonstrated ability to meet and/or exceed determined sales and activity quotas
- Excellent client service skills and interest in a small business
- Confident personality with excellent presentational skills and telephone manner

Company Activity:

- Software Company

Location:

- Hampshire

Remuneration details:

- Based on experience

More details: <http://www.intergrad.co.uk/ops/job.php?id=740&job=Sales,-Marketing-and-Business-Development-Executive>

HUMAN RESOURCES/ RECRUITMENT

Graduate Job

Reference:	GNGF 2 - 127
Job Title:	Trainee Recruitment Consultant - Nordic, German and Dutch speaking
Company Description:	International Recruitment Consultancy
Location:	Newcastle
Start Date:	ASAP

Job Description:

In this role you will be responsible for the full 360 life cycle development, growth & management of long term client and candidate relationships in the market that you are assigned to and in order to succeed you will be given full industry leading training in all aspects of sales, recruitment & head-hunting in a first class career development plan which also includes an advanced sales course within our internal training academy.

This role is office based in Newcastle and you will be dealing with candidates and clients by telephone with longer term opportunities to meet with clients that you develop a working relationship with. The role will include selling on different levels and in different forms from client cold calling, qualifying candidates & selling them opportunities, advertising, marketing, database growth & development.

This is a unique opportunity for the right person to build a long term lucrative career where you will be given the chance to flourish both professionally and financially as should you join the company you will be rewarded with a highly competitive salary package with a well-structured & incentivised uncapped bonus scheme and first class career development plan.

Essential requirements:

- You MUST be fluent in a Nordic language (Norwegian, Swedish, Danish or Finnish) or fluent in Dutch or German
- Very hard working, extremely self-motivated & highly driven individuals
- Graduate calibre individuals, though degree level education is not essential
- You should definitely be of a positive, dynamic, confident, optimistic & enthusiastic nature with excellent communication skills
- You will have at least 6 months Recruitment, Sales, Business Development, Outbound Telesales or Business-to-Business or Account Management experience
- Most importantly however, you should have a genuine passion to work in a fast paced & target driven sales environment

Desirable attributes:

- Previous head-hunting / recruitment experience would be an advantage but certainly not essential

Remuneration details:

- The package will include a base salary of between £16-22k per year depending upon experience and as already stated above, your realistic 1st year total earnings including bonuses are between £30-50k, you have the potential to make double of this figure in only your 2nd year with us and you should be earning £100k in year 3. It is entirely up to you how much you earn and how far you go - your destiny is in your own hands.

More details: <http://www.intergrad.co.uk/ops/job.php?id=734&job=Trainee-Recruitment-Consultant---Nordic,-German-or-Dutch-speaking>

Graduate Job

Reference:	GNGF 3 - 128
Job Title:	Trainee Recruitment Consultant – German or Dutch speaking
Company Description:	International Recruitment Consultancy
Location:	London
Start Date:	ASAP

Job Description:

In this role you will be responsible for the full 360 life cycle development, growth & management of long term client and candidate relationships in the market that you are assigned to and in order to succeed you will be given full industry leading training in all aspects of sales, recruitment & head-hunting in a first class career development plan which also includes an advanced sales course within our internal training academy. This role is office based in London and you will be dealing with candidates and clients by telephone with longer term opportunities to meet with clients that you develop a working relationship with. The role will include selling on different levels and in different forms from client cold calling, qualifying candidates & selling them opportunities, advertising, marketing, database growth & development. This is a unique opportunity for the right person to build a long term lucrative career where you will be given the chance to flourish both professionally and financially as should you join the company you will be rewarded with a highly competitive salary package with a well-structured & incentivised uncapped bonus scheme and first class career development plan.

Essential requirements:

- You MUST be fluent in Dutch or German
- Very hard working, extremely self-motivated & highly driven individuals
- Graduate calibre individuals, though degree level education is not essential
- You should definitely be of a positive, dynamic, confident, optimistic & enthusiastic nature with excellent communication skills
- You will have at least 6 months Recruitment, Sales, Business Development, Outbound Telesales or Business-to-Business or Account Management experience
- Most importantly however, you should have a genuine passion to work in a fast paced & target driven sales environment

Desirable attributes:

- Previous head-hunting / recruitment experience would be an advantage but certainly not essential

Remuneration details:

- The package will include a base salary of between £17-24k per year depending upon experience and as already stated above, your realistic 1st year total earnings including bonuses are between £30-50k, you have the potential to make double of this figure in only your 2nd year with us and you should be earning £100k in year 3. It is entirely up to you how much you earn and how far you go - your destiny is in your own hands.

More details: <http://www.intergrad.co.uk/ops/job.php?id=735&job=Trainee-Recruitment-Consultant---German-or-Dutch-speaking>

IT
Graduate Job

Reference:	GPOI 2 - 171
Job Title:	Software Tester
Company Description:	Software Company
Location:	Hampshire
Start Date:	ASAP

Job Description:

This is an exciting opportunity to gain valuable experience within a dynamic, market-leading small business. This is a real job, with real responsibilities developing real time business critical decision support applications for the Energy Market.

This opportunity is for a delivery focussed role. The successful candidate will be working in a small office with a friendly atmosphere (Monday to Friday for 37,5 per week) and he or she will operate as part of a team where their role will include:

- Analysis, interpretation, validation of User and System requirements to assist in the design, development of test cases and physical testing of the companies market leading SaaS offering
- Design and specification of web application requirements focusing on the Energy Trading, generation and supply market

Essential requirements:

- Excellent written and spoken English
- Ability to work professionally, quickly and accurately whilst under pressure with a friendly, positive can do attitude
- Self-motivated, pleasant personality. Must enjoy working in a team and individually
- Ability to communicate with accuracy and clarity in both verbal and written communications, especially with internal staff at all levels.
- Good understanding of MS Office tools, (Excel, Word etc) and the Internet is very important
- Excellent attention to detail and methodical approach
- A strong ability to solve numerical problems and analyse web based solutions with excellent attention to detail
- Strong research and analytical ability
- Studying a relevant Masters or Under graduate degree
- Experience with testing or developing software applications
- Previous experience in a commercial office/business environment would be an advantage
- Portfolio of previous projects that show level of work and expertise would be very advantageous

Desirable attributes:

- Knowledge and experience of software testing and testing methodologies
- An interest in a small business
- Knowledge of current internet standards and security
- Confident telephone manner
- Technical competence
- Experience of software installation and technical support

Remuneration details:

- Based on Experience

More details: <http://www.intergrad.co.uk/ops/job.php?id=741&job=Software-Tester>

Graduate Job

Reference:	GPOI 3 - 172
Job Title:	Application Developer
Company Description:	Software Company
Location:	Hampshire
Start Date:	ASAP

Job Description:

This is an exciting opportunity to gain valuable experience within a dynamic, market-leading small business. This is a real job, with real responsibilities developing real time business critical decision support applications for the Energy Market. This opportunity is for a delivery focused role.

The successful candidate will be working in a small office with a friendly atmosphere (Monday to Friday for 37,5 per week) and he or she will operate as part of a team where their role will include:

- Analysis, interpretation, validation of User and System requirements to assist in the design, development of test cases and physical testing of the companies market leading SaaS offering
- Design and specification of web application requirements focusing on the Energy Trading, generation and supply market

Essential requirements:

- Excellent written and spoken English
- Ability to work professionally, quickly and accurately under pressure with a friendly, positive can do attitude
- Self-motivated, pleasant personality. Must enjoy working in a small team and individually
- Ability to communicate with accuracy and clarity, especially with internal staff at all levels
- Excellent working knowledge of relational database principles and database integration
- A detailed knowledge of ASP.NET, VB.NET, HMTL, Javascript, CSS, JQuery and AJAX
- Experience using MS Visual Studio
- A strong ability to solve numerical problems and implement web based solutions with excellent attention to detail
- Have a 2:1 in a relevant Masters or under graduate degree or at least 5 years demonstrable relevant and current experience
- Experience of system, user and unit testing, developing and testing real time operational business critical software and with the development technologies listed above

Desirable attributes:

- Knowledge and experience of software testing and testing methodologies
- Good understanding of MS Office tools, (Excel, Word etc) and the Internet is very important
- Knowledge of OLEDB, coding windows services, ASP.NET server controls, JQuery widgets, and mobile applications
- An understanding of SQL and the ability to write SQL statements to interact with a database
- An understanding of source control techniques and tools, including SVN
- Knowledge of software installations and support
- Knowledge of current internet standards and security, together with confident telephone manners
- Portfolio of previous website projects that show level of work and expertise would be advantageous

Remuneration details:

- Based on Experience

More details: <http://www.intergrad.co.uk/ops/job.php?id=742&job=Application-Developer>