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## BUSINESS ADMINISTRATION /MANAGEMENT

### Placement Opportunity

<b>Reference:</b>	KOB 1 - 241
<b>Job Title:</b>	Process Mapping Specialist
<b>Company Description:</b>	Engineering / Manufacturing
<b>Location:</b>	East Midlands
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

#### Job Description:

As a manufacturing company, they wish to develop documented, standard operating procedures ("SOPs") for their production processes.

The role of "Flowcharting administrator" will be to:

- Liaise with supervisor level management to determine the various methods of production currently in operation
- Discuss these methods and variations with senior management to finalise appropriate ("best practice") production sequences and options ("SOPs")
- Produce a document outlining the SOPs complete with flowcharts

#### Essential requirements:

- Fluent written and spoken English
- Studying for a relevant Masters or Degree
- Flowcharting / process mapping experience (using software such as Visio)
- Excellent MS Office skills, including Excel and Word
- Strong communication skills – able to extract robust information through appropriate questions
- Proven background in engineering / manufacturing (as part of university course and, potentially, with existing, practical shop-floor experience)
- Well-organised with attention to detail

#### Desirable attributes:

- Displays empathy and patience where necessary
- Adds value to role through own ideas
- Ideally, can demonstrate existing practical experience of similar role or tasks

#### Company activity:

- Manufacturing/ Engineering

#### Location:

- East Midlands

#### Remuneration details:

- A training allowance of £595 per month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1456&job=Process-Mapping-Specialist>

## Placement Opportunity

<b>Reference:</b>	MMI 1 - 240
<b>Job Title:</b>	Media Analyst
<b>Company Description:</b>	Media Services
<b>Location:</b>	London
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

The company are looking for a talented and enthusiastic Media Analyst Intern to support their team of senior media consultants; media research; assisting with account management; data collection, content analysis, data aggregation, statistics and analysis; report writing and presentation

This includes working with media agencies and producing data-driven insights to clients across a variety of media auditing services; media cost and quality benchmarking, agency evaluation, media service and consulting

You will work on a range of exciting global projects for world-class brands within a fast-paced environment. You will prepare media evaluations, and be able to see the daily direct impact of your ideas and insights

- This position would suit a graduate with an understanding and relevant experience in statistical data analysis with the desire to progress within the field

### Essential requirements:

- Fluent English written and spoken
- Excellent communication skills
- Studying a relevant Degree of Economics, Financial Accounting or Maths no less than a predicted 2:1 or equivalent
- Highly analytical and numerate
- Ability to deal accurately with large amounts of data
- Enjoys statistical data analysis and data interpretation
- Detail-orientated and commitment to getting it right first-time
- Strong written and oral communication skills
- Excellent inter-personal skills and a good team player with a 'can-do' attitude
- Proficient in Excel and PowerPoint

### Desirable attributes:

- Fluency in a second language preferred
- Experience in a similar role preferred

### Company activity:

- The company is a media services provider who work with a network of partners in over 60 markets worldwide. They build bespoke global media solutions for world-class brands.
- The team work hard but combine this with team fun; breakfast and lunch provided

### Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1455&job=Media-Analyst>

## Placement Opportunity

<b>Reference:</b>	ISB 2 - 239
<b>Job Title:</b>	Professional Development Intern
<b>Company Description:</b>	Educational institution
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

A vacancy exists for an enthusiastic, self-motivated and analytical person who is keen to gain hands on work experience to support the Professional Development Director and team in the planning, preparation and delivery of the Association's professional development training programme.

### MAIN DUTIES AND RESPONSIBILITIES

- To provide effective support to the company's secretariat to deliver professional development training by assisting in the design, content and administration of the programme.
- To assist in liaising with the presenters on the administrative arrangements prior to an event.
- Overnight stays at venues prior to the event the following day.
- Set up the training/presentation room prior to an event.
- To assist in the distribution of relevant speaker documentation prior to a course.
- Research topical issues and possible speakers for training events.
- To assist in the compilation of survey monkey assessments.
- In depth analysis the feedback for events and advise accordingly.
- Be willing to undertake training where appropriate. Support, guidance and feedback will be given throughout the placement.
- Any other duties as required by PDD. These variations won't change the general character of the post.

### Essential requirements:

The applicant should be at least a current undergraduate 2nd year student on a Business and Management/or equivalent degree course and have obtained a minimum of 60% in their first year of study.

- **STANDARD OF EDUCATION:** Two years successfully completed of a relevant degree programme. Good standard of education to at least 'A' level or equivalent plus English (Language) and Mathematics to at least GCSE (Grade B) standard or equivalent.
- **COMMUNICATION & INTERPERSONAL SKILLS:** An ability to demonstrate effective oral and written communication skills and the confidence and ability to deal with people at all levels both internally and externally.
- **ANALYTICAL ABILITY AND ATTENTION TO DETAIL:** The ability to assimilate and analyse information quickly and accurately with great attention to detail and bringing relevant information to the attention of the PDD if required.
- **ORGANISATIONAL SKILLS:** Highly organised, with an ability to effectively prioritise.
- **IT SKILLS** Working / strong expertise in the use of standard IT packages such as Microsoft Office, particularly PowerPoint, Excel and Word. Email and Internet skills vital.
- **EQUALITY OF OPPORTUNITY:** An appreciation of equality of opportunity issues.
- **HOURS OF WORK:** The post holder may be required to work outside the company's normal office hours. Travel may be required from time-to-time to attend PD events. Overnight stays are necessary.
- Experience of working in an office environment.

**Desirable attributes:**

- Understanding/experience in this area would be beneficial.

**Company activity:**

- The company supports and advises the bursars and senior management staff of more than 970 independent schools across the UK and overseas.
- Our services are designed to assist school staff in the successful administrative, financial and operational management of their schools. Support to our member schools is provided online, over the phone or in person.

**Location:**

- Hampshire

**Remuneration details:**

- A training allowance of £800 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1454&job=Professional-Development-Intern>

## Placement Opportunity

<b>Reference:</b>	LAM 1 - 178
<b>Job Title:</b>	Business Development Executive
<b>Company Description:</b>	Events / Entertainments industry
<b>Location:</b>	Edinburgh
<b>Stay duration:</b>	12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

This exciting and unique new role has arisen working within the entertainments industry. The company are looking for an outgoing individual keen to get into events management. They are a busy outdoor activities provider who have just moved into larger offices. They need to expand the team who take bookings and develop new areas of income.

You will be accurately creating individual events, taking bookings for events and developing new target markets. If you are hardworking but enjoy a fun and fast paced environment this role would be ideal!

### Essential requirements:

- Excellent written and spoken English
- Studying for a relevant Masters or Degree
- Confident telephone manner
- Ambitious and highly organised
- Outgoing personality
- Commercial and financial understanding
- Good computer skills – MS Office, Internet
- Previous experience in sales

### Desirable attributes:

- Experience of CRM an advantage but not essential as training given

### Company activity:

- Entertainments and Events provider

### Location:

- Edinburgh, Scotland

### Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1396&job=Business-Development-Executive>

## Engineering

### Placement Opportunity

<b>Reference:</b>	QST 2 - 230
<b>Job Title:</b>	Software Engineer
<b>Company Description:</b>	IT Provider / Software Development
<b>Location:</b>	Essex
<b>Stay duration:</b>	6-12 months
<b>Start Date:</b>	ASAP

#### Job Description:

This is an exciting role working for a successful business in the IT sector. You will assist in writing codes in java for app development on android and windows platforms. Assisting in writing a new website in wordpress, assisting in setting up cloud based customer servers

#### Essential requirements:

- Excellent English skills both written and spoken.
- Experience in Java Code (preferably android application experience)
- Windows software development (C++ or C#)
- Wordpress (Ability to setup website using wordpress)

#### Desirable skills

- PHP, HTML, Javascript, NodeJS, GIT Source Control
- Ability to creat a cloud system that is secure and scalable.

#### Company activity:

- This placement is working for a company that manufactures, designs and supplies specialist printers, as well as developing software and E-POS Systems.

#### Location:

- Essex

#### Remuneration details:

A training allowance of £600 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1444&job=Software-Engineer>

## Placement Opportunity

<b>Reference:</b>	EML 3 - 228
<b>Job Title:</b>	Power Electronic Development Engineer
<b>Company Description:</b>	Engineering
<b>Location:</b>	Norwich
<b>Stay duration:</b>	6 - 12 months
<b>Start Date:</b>	ASAP

### Job Description:

This Company is the dream for many high speed vehicle fanatics! If the words 'gearboxes' and 'power control systems' sound exciting to you, this Placement will be your dream come true! The Company is developing bespoke power electronic and control systems for the Electric Vehicle sector, including motorsport applications. Working as part of a small team and reporting to the Director and Senior Control systems engineer, tasks will include:-

- Work on development of a new inverter for Electric Vehicle motor control
- Provide control solutions using Matlab, Simulink or C++ and Labview
- Carry out rig tests before solutions can be applied to the real vehicle
- Carry out further tests / analysis as required and set by the Senior control systems engineer
- Hours of work, 40 per week

### Essential requirements:

- Fluent written and spoken English
- Studying a Masters or Degree in Engineering
- Knowledge / experience in Power electronic control techniques
- Knowledge / experience of motor control techniques
- Knowledge / experience in microprocessor control
- Knowledge / experience in C++
- Strong communication skills
- Excellent attention to detail
- Eager to learn and develop new skills
- Hard working and dedicated
- Ability to use own initiative

### Desirable attributes:

- Any previous practical knowledge would be very useful
- An interest in the automotive industry
- Understanding / interest in hybrid and electric vehicles

### Company activity:

- The Company produces state of the art cost effective solution systems for industries such as the Motor Industry (think grand prix), the rail network and even the military
- They can customize their engineering products to the clients needs.

#### Location:

- Situated in a modern high tech engineering centre
- The Company is located close to the historic town of Norwich
- The closest airport is Norwich International Airport which is a feeder to KLM's Schiphol hub, FlyBe, Eastern Airways etc.
- Norwich is served by several bus operators including Anglian Bus, First Eastern Counties, Konectbus, Norfolk Green and Sanders. Destinations throughout Norfolk and beyond are served including Peterborough, and Lowestoft. National Express run ten coaches a day to the three main London airports (Stansted Airport, Heathrow and Gatwick), five a day to London, and one a day to Birmingham.
- Norwich is a popular destination for a city break; attractions include Norwich Cathedral, the cobbled streets and museums of old Norwich, The Castle, Cow Tower, Colman's Mustard Shop, Dragon Hall and The Forum. Norwich is also one of the UK's top ten shopping destinations, with a mix of chain retailers and independent stores as well as Norwich Market, one of the largest outdoor markets in England. It is currently ranked the 147th biggest city in Europe

#### Remuneration details:

- A training allowance of £1,000 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1443&job=Power-Electronic-Development-Engineer>



## MARKETING / SALES

### Placement Opportunity

<b>Reference:</b>	MOT 1 - 218
<b>Job Title:</b>	Sales and Marketing Executive
<b>Company Description:</b>	Communications Industry
<b>Location:</b>	West London
<b>Stay duration:</b>	6-12 months
<b>Start Date:</b>	ASAP

#### Job Description:

The company develops and manufactures innovative telephony solutions for small and medium-sized businesses and home users. Their particular focus is on creating modern products which make traditionally expensive and complex functionality affordable and simple to use. They're currently hard at work on our first product.

Key responsibilities will include:

- Review existing market research and apply to sales and marketing strategy
- Conduct research on market size and opportunities
- Assist with project management for patent application
- Produce a target list of distributors and retailers
- Contact distributors to set up appointments
- Produce pitching materials and potentially do some of the pitching

#### Essential requirements:

- Fluent written and spoken English
- Studying for a relevant Masters or Degree in either Marketing or Business with a major in Marketing and Sales
- Very good telephone manner
- Self-motivated
- Precise and detail-oriented
- Good communicator
- Ability to think rationally
- Take initiative
- Persevere and don't take "no" for an answer
- Good sense of humour
- Flexible attitude to workload
- Ability to multi task and manage own workload

#### Desirable attributes:

- Previous sales or office experience is a plus but not required

**Company activity:**

The company develops and manufactures innovative telephony solutions for small and medium-sized businesses and home users

**Location:**

- Central London

**Remuneration details:**

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1434&job=Sales-and-Marketing-Executive>

## Placement Opportunity

<b>Reference:</b>	SPS 1 - 122
<b>Job Title:</b>	Marketing Product Developer
<b>Company Description:</b>	Security Products
<b>Location:</b>	North Ireland
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	ASAP

### Job Description:

Working as part of the marketing team, this is a fantastic opportunity to develop strategies to roll out a new product.

#### Key responsibilities will include:

- Marketing support to sales staff
- Advertising
- Adaptable planning
- Implementation of marketing campaigns

### Essential requirements:

- Fluent written and spoken English
- This placement requires an immediate start, so please only apply if you are available to start in the next three to four weeks.
- Excellent Microsoft Office skills
- Creative mind
- Knowledge of product marketing
- Experience/Knowledge of advertising
- Studying for a relevant Masters or Degree
- Good understanding of Marketing techniques
- Good sense of humour
- Flexible attitude to workload
- Ability to multi task and manage own workload

### Desirable attributes:

- Previous experience in a similar environment would be very useful

### Company activity:

- Security products

### Location:

- Northern Ireland

### Remuneration details:

- A training allowance of £500 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1437&job=Marketing-Product-Developer->

## Placement Opportunity

<b>Reference:</b>	IBU 3 - 237
<b>Job Title:</b>	Dutch Speaking Corporate Researcher
<b>Company Description:</b>	Market Research
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6-12 months
<b>Start Date:</b>	ASAP

### Job Description:

This is an exciting role within a successful market research company to gather information on companies and contacts and the technology in use within the companies and update the definitive resource delivered to the world's major technology companies.

Key responsibilities will include:

- **EXTRACTION OF INFORMATION FROM PUBLISHED MATERIALS** – e.g. web sites; Annual Reports; press releases
- **TELEPHONE CONVERSATIONS** - each call has the objective of gaining the answer to a specific question – it may be contact-related or aimed at gathering information on the size of an organisation or to identify companies using a specific technology
- **EMAIL CONVERSATIONS** – again, each eMail will tend to be aimed at clarifying a specific aspect as per the telephone conversations
- **SOCIAL MEDIA** – searching within and extracting from information on social media sites such as LinkedIn & Viadeo
- **PRESS ARTICLES** – stripping out key items of information from published sources
- **GOOGLE SEARCHES** - for information on Companies, contacts, technology case studies etc. Once fully competent, a Researcher will generally use multiple methods for parts of each day.
- **CONTACT CHECKING**  
This is the most straightforward element of the role of Researcher and is the initial focus in terms of training.  
Contacts that are on the database must be checked in detail before clients can use the information. These details then need to be verified again every 6 months. Much of this checking and verification is conducted by telephone. We may speak with Receptionists, HR Departments, Secretaries etc. in order to check some of the details as well as speaking with the contact directly. In all cases, we are simply checking or gathering information – we are NEVER selling or marketing to these contacts or companies
- **CONTACT DISCOVERY**  
In many instances, we do not know who fulfils a specific role within a company; it might be that we do not know who is the Human Resources Director or the IT Director – in that case, we telephone the company and ask for this information. We initially speak with Receptionists, HR Departments, Secretaries and colleagues within the relevant department in order to identify the correct person and then we speak with the contact directly. In all cases, we are simply gathering information – we are NEVER selling or marketing to these contacts or companies.
- **DATABASE UPDATING**  
All information that is gathered is updated into the database using our web-based applications. A key focus of this part of the job is to identify the appropriate classifications to be included on the records so that they can be retrieved when required by clients - the classification systems must be understood and applied – this is a key part of the training we provide
- Answering phone calls from clients, and other communication in a clear and polite manner

**Essential requirements:**

- Native level Dutch - written & spoken
- Fluent English – written & spoken
- Very good communication skills
- Self Motivated & ability to use own initiative
- Very good to excellent computer skills
- Attention to detail is paramount to this role - GOOD ENOUGH IS JUST NOT GOOD ENOUGH!
- Delivering to strict deadlines

**Desirable attributes:**

- Experience in a similar role highly preferred

**Company activity:**

- The company delivers the essential marketing intelligence technology vendors rely upon to identify and reach their audience for each and every marketing campaign they execute.
- Examples of major technology vendors who currently rely upon this intelligence include Dell, Hewlett Packard, Google, Amazon Web Services, Oracle, Gartner, NetApp, SAP, T-Systems, Verisign & Symantec The company provides the dominant solution in the field of marketing intelligence for technology vendors. They are interacting with these and a host of other vendors on a daily basis to support their marketing communications.

**Location:**

- Hampshire

**Remuneration details:**

- A training allowance of £600 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1452&job=Dutch-Speaking-Corporate-Researcher>

## Placement Opportunity

<b>Reference:</b>	CGR 3 - 238
<b>Job Title:</b>	Multilingual Customer Service / Market Research / Business Development Executive
<b>Company Description:</b>	Leading Luxury Brand
<b>Location:</b>	London
<b>Stay duration:</b>	6 – 12 months
<b>Start Date:</b>	ASAP

### Job Description:

To support the Market Development team to achieve targeted sales growth from new and existing fashion and retail outlets in specific international markets.

We work on the first floor in offices nestled into a church building.

There are 8 in our team though we share our office floor with 5 accounts personnel. On the second floor is the 4-strong Marketing/PR team are located - along with CEO and PA, Creative and Design directors. This is also where our showrooms welcome customers and contain our collections.

Support the Market Development team achieve targeted sales growth from new and existing fashion and retail outlets in specific international markets.

To assist the Market Development team in managing day-to-day service requirements of our international retail sales network.

### Main Tasks:

- Ensure all sales orders are uploaded to our systems accurately and efficiently
- Assist the Market Development team in the development of essential sales tools
- To assist Market Development team when working with the Marketing and PR department to deliver local PR and sales initiatives
- You will share the front line role fielding incoming calls to the sales office and as such will create the first impression of our brand to all callers
- Ensure proforma invoices are followed-up with clients and payments taken in a timely manner
- To manage and merchandise the sales showroom to our standards
- You may be required to attend and work at international exhibitions to deliver maximum sales impact.

### Essential requirements:

- You have an excellent command of spoken and written English
- Native level in Italian, German, Russian, Korean or Arabic
- You will have a bright, positive, "can-do" attitude. Able to thrive in a fast-paced yet collaborative environment
- Your excellent telephone manner and natural yet professional countenance will build confidence of colleagues and customers alike
- Experience in customer-facing service roles is useful
- A keen attention to detail is essential to the work as it affects colleagues and customers alike
- Efficient and organised working practices

- You can demonstrate your ability to learn quickly
- You will be proactive in solving problems
- Your ambition for a career in a luxury goods/fashion industry will stand you in good stead
- You like to take a personal pride in your standard of work and are eager to achieve good experience and reference to carry on to future employment
- Abilities with Excel / Word essential

**Desirable attributes:**

- Previous experience in a similar role preferred

**Company activity:**

- A leading British luxury fashion company. Their iconic hand-made collection is available in over 60 countries and through their own stores worldwide
- Offices are based in London, in residential suburbs
- Train and tube stations are nearby
- All the usual facilities as you would expect from a capital city.

**Location:**

- London

**Remuneration details:**

- A training allowance of £700 per month will be provided to assist with accommodation and subsistence costs

More details: <http://www.placement-uk.com/ops/job.php?id=1453&job=Multilingual-Customer-Service-/-Market-Research-/-Business-Development-Executive>

## Placement Opportunity

<b>Reference:</b>	COM 1 - 244
<b>Job Title:</b>	Marketing and Account Executive
<b>Company Description:</b>	Telecommunications
<b>Location:</b>	Hertfordshire
<b>Stay duration:</b>	12 months
<b>Start Date:</b>	ASAP

### Job Description:

#### Responsibilities will include:

- Adwords
- MailChimp
- WordPress
- Facebook, LinkedIn, Twitter
- Exhibition space
- Some PR duties
- Account Management
- Website Updates
- Blog Writing
- Creating campaigns

#### Essential requirements:

- Excellent command of written English with copy accuracy
- Confident and outgoing personality
- Excellent attention to detail
- Well organised and self-motivated
- Ability to work effectively under pressure and to tight deadlines.

#### Desirable attributes:

- Preferable but not essential previous experience

#### Location:

- The company is based in the area of Hertfordshire, which is local to London and we are luckily right next to the train station

#### Remuneration details:

- A training allowance of £600 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1458&job=Marketing-and-Account-Executive>



## Placement Opportunity

<b>Reference:</b>	EDU 2 - 243
<b>Job Title:</b>	Student Sales Advisor
<b>Company Description:</b>	A specialist Recruitment Agency
<b>Location:</b>	London
<b>Stay duration:</b>	12 months
<b>Start Date:</b>	ASAP

### Job Description:

The tasks and responsibilities will include:

- To manage and nurture the student pipeline from leads stage until course start
- To deal effectively with challenges that arise during the enrolment process
- Planning and managing daily phone calls and emails to students and parents
- To provide online counselling and advice to students enquiring about UFC courses
- Summarizing and recording all customer interactions in the Management system
- To identify up-selling opportunities and convert into sales

### Essential requirements:

- Excellent command of English verbal and written
- Excellent written, communication, and interpersonal skills
- Able to deal with multiple tasks efficiently and working to deadlines during pressurized periods
- Customer service or sales driven orientated
- Sensitivity to linguistic differences
- Very comfortable working with database systems, and all MS office applications
- Excellent attention to detail
- Experience of building relationships with people of different levels within a corporation
- Willingness to travel within region and overseas
- Excellent presentation, communication and interpersonal skills

### Desirable attributes:

- Time Management
- Knowledge and experience working in the international education market
- Knowledge of visa regulations for international students
- Worked within a small team of people or in a small business environment
- Having a 2nd language is not essential but would be highly preferred, in the following: Mandarin, Arabic, or Russian

### Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1353&job=Student-Sales-Advisor>

## Placement Opportunity

<b>Reference:</b>	EDU 3 - 247
<b>Job Title:</b>	Marketing and Admissions Officer
<b>Company Description:</b>	A specialist Recruitment Agency
<b>Location:</b>	London
<b>Stay duration:</b>	10 to 12 months
<b>Start Date:</b>	ASAP

### Job Description:

The company would be training the candidate on two below roles. Event planning will be for Kuwait, Dubai and UK regions where the candidate will be working directly with the director in organising the fairs. There will also be an opportunity for the candidate to work with the admissions team during the busy time period of the year.

The tasks and responsibilities will include:

- Identifying the market and organising the event at the right time
- liaising with clients to establish their requirements during the events
- producing detailed proposals for events (including venue, cost, benefit of attending, forecasting prospective students arriving)
- Managing the budget allocated for individual events
- Raising the invoices for the participants attending events
- Booking a venue, coordinating venue management, caterers team
- organising TV channel/newspapers to coverage the venue
- identifying and securing speakers or special guests
- planning room layouts as per the participants
- coordinating staffing requirements and staff briefings
- selling sponsorship/stand/exhibition space to potential exhibitors/partners
- liaising with marketing and PR colleagues to promote the event
- Support the admission team in completing the application forms, data entry
- Follow up with the institutions to check the progress of the prospective applications
- Follow up with the students ones the admission is offered

### Essential requirements:

- Excellent command of English verbal and written.
- Good organisational skills.
- Ability to work professionally with the staff and professional appearance
- Good understanding of using Microsoft office (outlook, excel and word)
- Enthusiastic to working in Education sector

Desirable attributes:

- Time Management
- Team work
- Use of Microsoft office

Location:

- London

Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1461&job=Marketing-and-Admissions-Officer>

## Placement Opportunity

<b>Reference:</b>	LAM 4 - 246
<b>Job Title:</b>	Marketing Executive
<b>Company Description:</b>	Events / Entertainments industry
<b>Location:</b>	Edinburgh
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	ASAP

### Job Description:

This exciting and unique new role has arisen working within the entertainments industry. The company are looking for an outgoing individual keen to get into events management. They are a busy outdoor activities provider who have just moved into larger offices. They need to expand the team who take bookings and develop new areas of income.

You will manage the company's social media and e-marketing

If you are hardworking but enjoy a fun and fast paced environment this role would be ideal!

### Essential requirements:

- Excellent written and spoken English
- Studying for a relevant Masters or Degree in Marketing
- Confident telephone manner
- Ambitious
- Highly organised
- Outgoing personality
- Commercial and financial understanding
- Good computer skills – MS Office, Internet

### Desirable attributes:

- Experience in a similar role preferred

### Location:

- Edinburgh, Scotland

### Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1460&job=Marketing-Executive->

## Placement Opportunity

<b>Reference:</b>	PTC 5 - 231
<b>Job Title:</b>	French / German/ Arabic speaking Marketing & Business Development Assistant
<b>Company Description:</b>	IT / Manufacturing
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6 - 12 months
<b>Start Date:</b>	ASAP

### Job Description:

The company specialises in the design and manufacture of computer hardware. This is a fantastic opportunity to work alongside and learn from a highly experienced and dynamic team, who will provide excellent training and support along the way as you develop your skills in a support position in Marketing and Business Development. If you have a passion for Marketing and Business Development, particularly with an international scope and want to gain experience in a fast evolving industry, the company is able to provide you with this excellent CV enhancing placement opportunity.

Overview: In this role you will be a member of the Marketing & Business Development Team and focus on marketing and new business generation.

Key responsibilities will include:

- Undertake market research to define target suspects for business-generation campaigns along defined vertical sectors or target product groups
- Proactively call suspects to create a pipeline of interested prospects
- Engage in relationships building to take identified targets from suspect to prospect
- Make appointments for face to face meetings for Field Sales
- Proactively research and develop an appropriate level of Customer business intelligence & requirements
- Participate in the recordkeeping of marketing and engagement information on a central CRM system
- Participate in the creation & distribution marketing collateral to continue to strengthen their voice in the market
- Undertake the above activities across a UK and pan European target set

#### Essential requirements:

- Fluency in French, German or Arabic
- Interest in technology, relevant degree and some relevant experience
- Fully conversant with range of skills required to satisfactorily meet Key Job Responsibilities defined for the role
- Knowledgeable and competent user of current day office automation packages (i.e. Microsoft Word & Excel, etc...)
- Ability and desire to learn new systems and processes (specifically CRM Package and Sales & Marketing processes)
- Fluent in English – Verbal & written & additional language capability
- Studying towards a formal graduate level qualification
- Professional appearance and behaviour with high levels of integrity and honesty
- Highly Proactive & committed individual
- Good communicator both verbal and written
- Self motivated and able to multi-task handling multiple priorities
- Organised, tidy with good time management
- Able to handle pressure to meet deadlines
- Flexible, adaptable and accepting change
- Positive and enthusiastic with ambition to drive the business forward.
- Team player
- Challenge seeking with copious energy to deliver and to overcome any failures along the way
- Emotionally robust to be able to deal effectively and efficiently with feedback and performance management
- Able to learn new skills quickly and apply them/improve them consistently

#### Desirable attributes:

- Competent communicator with proven ability to actively and effectively communicate and engage internal and external stakeholders at all organizational levels
- Fluency in another language
- Education target Degree in a Marketing or Business related subject
- Previous experience in a Marketing/Business Development Environment
- Some work experience in a technology related field
- Flexibility & willingness to adapt to the needs of an SME size business

#### Location:

- Hampshire

#### Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1446&job=French/-German/-Arabic-speaking-Marketing-&-Business-Development-Assistant>

## Placement Opportunity

<b>Reference:</b>	IBU 2 - 236
<b>Job Title:</b>	Corporate Researcher
<b>Company Description:</b>	Market Research
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6 – 12 months
<b>Start Date:</b>	ASAP

### Job Description:

This is an exciting role within a successful market research company to gather information on companies and contacts and the technology in use within the companies and update the definitive resource delivered to the world's major technology companies.

#### Key responsibilities will include:

- EXTRACTION OF INFORMATION FROM PUBLISHED MATERIALS – e.g. web sites; Annual Reports; press releases
- TELEPHONE CONVERSATIONS - each call has the objective of gaining the answer to a specific question – it may be contact-related or aimed at gathering information on the size of an organisation or to identify companies using a specific technology
- EMAIL CONVERSATIONS – again, each eMail will tend to be aimed at clarifying a specific aspect as per the telephone conversations
- SOCIAL MEDIA – searching within and extracting from information on social media sites such as LinkedIn & Viadeo
- PRESS ARTICLES – stripping out key items of information from published sources
- GOOGLE SEARCHES - for information on Companies, contacts, technology case studies etc.

Once fully competent, a Researcher will generally use multiple methods for parts of each day.

#### • CONTACT CHECKING

This is the most straightforward element of the role of Researcher and is the initial focus in terms of training. Contacts that are on the database must be checked in detail before clients can use the information. These details then need to be verified again every 6 months. Much of this checking and verification is conducted by telephone. We may speak with Receptionists, HR Departments, Secretaries etc. in order to check some of the details as well as speaking with the contact directly. In all cases, we are simply checking or gathering information – we are NEVER selling or marketing to these contacts or companies

#### • CONTACT DISCOVERY

In many instances, we do not know who fulfils a specific role within a company; it might be that we do not know who is the Human Resources Director or the IT Director – in that case, we telephone the company and ask for this information. We initially speak with Receptionists, HR Departments, Secretaries and colleagues within the relevant department in order to identify the correct person and then we speak with the contact directly. In all cases, we are simply gathering information – we are NEVER selling or marketing to these contacts or companies.

#### • DATABASE UPDATING

All information that is gathered is updated into the database using our web-based applications. A key focus of this part of the job is to identify the appropriate classifications to be included on the records so that they can be retrieved when required by clients - the classification systems must be understood and applied – this is a key part of the training we provide

- Answering phone calls from clients, and other communication in a clear and polite manner

**Essential requirements:**

- Native level English – written & spoken
- Very good communication skills
- Self Motivated & ability to use own initiative
- Very good to excellent computer skills
- Attention to detail is paramount to this role - GOOD ENOUGH IS JUST NOT GOOD ENOUGH!
- Delivering to strict deadlines

**Desirable attributes:**

- Experience in a similar role highly preferred

**Company activity:**

Market research business

**Location:**

- Hampshire

**Remuneration details:**

- A salary of circa £600 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1451&job=Corporate-Researcher->



## Placement Opportunity

<b>Reference:</b>	SKM 9 - 234
<b>Job Title:</b>	Events, Business and Marketing Manager
<b>Company Description:</b>	Healthcare Company
<b>Location:</b>	East London
<b>Stay duration:</b>	6 – 12 months
<b>Start Date:</b>	ASAP

### Job Description:

The company is the key partner for healthcare and learning development and is looking for a young, dynamic and enthusiastic candidate with proven experience in Sales/Marketing to come on board and help drive the company forward further.

### Key responsibilities will include:

- Planning and organising events, meetings and operational tasks
- Using effective communication techniques and Sales/Marketing skills to initiate registration and provide details of the services offered by the company
- Drafting plans and new ideas for management as well as recommendations when required
- Communicating effectively and regularly with new and existing clients
- Assisting in new business opportunity proposals as directed by management
- Assisting management in course programme design, material and project/action plans
- Regular and effective communication with stakeholders and updating client database
- Answering phone calls from clients, and other communication in a clear and polite manner
- Providing progress reports during meetings on clients, marketing and events
- Participating in operational team and programme meetings
- Compiling and producing an accurate client programme and evaluation report
- Assisting in new business opportunity proposals as directed by management
- Dealing with Invoices, chasing payments and basic accounting issues
- Drafting letters and Emails to management, Clients and Customers
- Problem Solving, analyzing and summarizing information as required
- Designing and creating marketing material
- Updating and writing content for Social Media (including Twitter and Facebook)
- Assisting with the writing and design of the company's newsletter
- Uploading and regularly updating content onto the company website using a Content Management System (CMS)

### Essential requirements:

- Excellent English - written & spoken
- Highly effective interpersonal skills including confident body language
- Very good communication skills
- Professional appearance
- Self Motivated & ability to use own initiative
- Very good to excellent computer skills
- Show a flexible approach to working and additional hours as required
- Good written skills in English across different media, including: Letter Writing, Emails, Minutes to Meetings, Reports, Organisational Planning

**Desirable attributes:**

- Worked for relevant areas the Company specializes in i.e. Healthcare would be desirable
- Worked in or with a small team and experience of a small business environment
- Worked in or have experience within a service environment dealing with customers/clients using a variety of methods including; Phone, Email , Fax and Face to Face
- Respond well to a pressure environment with key deadlines
- Lateral Thinker and Ambitious
- Responds well to constructive criticism

**Company activity:**

- Dealing with Education and Learning for Healthcare Professionals as well as Business management
- Organising Financial and Educational Events
- Recruitment and placement of Healthcare professionals
- Audit and Research Activities

**Location:**

- East London

**Remuneration details:**

- A salary of circa £500 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1449&job=Events,-Business-and-Marketing-Manager>

## Placement Opportunity

<b>Reference</b>	ACA 3 - 195
<b>Job Title:</b>	Marketing Executive
<b>Company Description:</b>	Educational Institution
<b>Location:</b>	Nottinghamshire
<b>Start Date:</b>	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
- Undertake any reasonable task required by your manager or the directors

### Essential Requirement:

- Outstanding written and spoken English
- Studying a pure Marketing Degree
- Some working experience gained within a U.K business
- 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.placement-uk.com/ops/job.php?id=1414&job=Marketing-Executive->

## Placement Opportunity

<b>Reference:</b>	BGR 2 - 216
<b>Job Title:</b>	Business Development Assistant
<b>Company Description:</b>	Online/ Mobile Marketing Agency
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	ASAP

### Job Description:

This is a fantastic opportunity to join a team based in a vibrant area of London,

You will be in a hard-working but informal environment. Everyone socializes together and additional benefits include the occasional Prosecco Friday!

### Key responsibilities will include:

- Conducting market research and competitor analysis
- Assisting the Head of UK Operations in identifying opportunities for development of new or existing products in the market
- Working on business plans, models and pricing structures etc for new business ideas alongside Head of UK Operations
- Attending (potentially taking the lead) in meetings and pitches with our external stakeholders (for example Mobile Network Operators, content providers)

### Essential requirements:

- Studying a relevant degree or masters
- Experience in sales/customer service
- Excellent level of English both spoken and written
- Great communication skills
- Advanced MS Excel & PowerPoint

### Desirable attributes:

- Experience in a similar role preferred

### Location:

- They are based in Central London - the area is full of cool cafes, bars, restaurants, markets and shops, as well as many other tech companies

### Remuneration details:

- A training allowance of £500 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1432&job=Business-Development-Assistant>

## Placement Opportunity

<b>Reference:</b>	CLB 1 - 139
<b>Job Title:</b>	Sales Executive
<b>Company Description:</b>	Online Accounting
<b>Location:</b>	London
<b>Stay duration:</b>	6 - 12 months
<b>Start Date:</b>	As soon as possible

### 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.

### Essential requirements:

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

### Desirable attributes:

- Previous sales experience

### Company activity:

- This company is a start up tech organisation and is in the process of growing incredibly quickly! The team of 18 members are dynamic, hard working and enthusiastic pushing the system and the company to establish itself and grow even more!
- The company has recently become a plc, and drive to encourage crowd funding from customers and other visitors of the site has been a recent push within the organisation. This new push has brought on new sign - ups and a lot more enquiries through various partner channels that we support.
- We are looking for a team player who is able to take their own initiative to work on their own and take responsibility for their own tasks and challenges.

### Remuneration details:

- Allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1367&job=Sales-Executive->

IT

**Placement Opportunity**

<b>Reference:</b>	CLB 5 - 143
<b>Job Title:</b>	Back end Web Developer
<b>Company Description:</b>	Online Accounting
<b>Location:</b>	London
<b>Stay duration:</b>	6 - 12 months
<b>Start Date:</b>	As soon as possible

**Job Description:**

This is an exciting and rare opportunity to work for a successful accounting business. You will be helping to expand and improve on their existing set of products.

Such as:

- Flagship accounting product
- UK Payroll software
- HR holiday and employee management
- Document storage and OCR software
- Accountant business directory

You will be working on core business software and will be expected to quickly pick up their custom MVC framework which is used throughout all their apps.

**Essential requirements:**

- Excellent English skills both verbal and written
- Very strong communication skills
- Experience in using all of the following software PHP (OOP) / git / MySQL / Javascript / CSS3 /HTML5
- Problem solving/analytical thinking
- Strong team player

**Desirable attributes:**

- XML/SOAP and SASS

**Company activity:**

- This company is a start up tech organisation and is in the process of growing incredibly quickly! The team of 18 members are dynamic, hard working and enthusiastic pushing the system and the company to establish itself and grow even more!
- The company has recently become a plc, and drive to encourage crowd funding from customers and other visitors of the site has been a recent push within the organisation. This new push has brought on new sign - ups and a lot more enquiries through various partner channels that we support.
- We are looking for a team player who is able to take their own initiative to work on their own and take responsibility for their own tasks and challenges.

**Remuneration details:**

- Allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1371&job=Back-end-Web-Developer>

## Placement Opportunity

<b>Reference:</b>	CLB 4 - 142
<b>Job Title:</b>	Web Designer
<b>Company Description:</b>	Online Accounting
<b>Location:</b>	London
<b>Stay duration:</b>	6 - 12 months
<b>Start Date:</b>	As soon as possible

### Job description:

You will be working on the constant development of all company applications. With the recent revamp of the application theme they would like to expand the team to involve more designers. Your main role will be to improve the UI of the applications to enhance the aesthetics, flow and usability of the system for their users. You will be working closely with the design and development team, so it is important that you work well collaboratively. In the case of an interview, please have a portfolio ready which includes examples of final products and working sketches.

### Essential requirements:

- Excellent English skills both verbal and written
- Very strong communication skills
- Designer with previous experience in user interface design
- Portfolio with examples of high quality and logical design
- Good sense of information hierarchy
- Fast learner
- Ability to follow guidelines but can also come up with original ideas and solutions
- Good research skills
- Ability to think as the user and apply that to the design
- Experience with Adobe Photoshop and illustrator
- User interface design for online or offline applications
- Experience in collaborative projects

### Desirable attributes:

- UX knowledge
- Front end and back end knowledge
- Typography and grid system

### Company activity:

- This company is a start up tech organisation and is in the process of growing incredibly quickly! The team of 18 members are dynamic, hard working and enthusiastic pushing the system and the company to establish itself and grow even more!
- The company has recently become a plc, and drive to encourage crowd funding from customers and other visitors of the site has been a recent push within the organisation. This new push has brought on new sign - ups and a lot more enquiries through various partner channels that we support.

### Remuneration details:

- Allowance of £700 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1370&job=Web-Designer>