

Placement UK is The European Undergraduate Placement Organisation, based in Warwickshire, England. We place European Undergraduate on internships in UK companies. Please Note that this is a FREE SERVICE to you and your school. For more information about all our placement opportunities, please visit our web site at: [www.placement-uk.com](http://www.placement-uk.com)

## FINANCE / ACCOUNTING

### Placement Opportunity

<b>Reference:</b>	VVY 4 - 270
<b>Job Title:</b>	Accounting/ Finance intern
<b>Company Description:</b>	E-commerce company
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

#### Job Description:

The company is looking for a bright and enthusiastic individual seeking to gain an insight into the accounting function of a leading e-commerce brand.

#### Daily job responsibilities will include:

- Liaison with various Account Managers regarding company expenses
- Accounting for those expenses
- Liaison with Accountants
- Preparing financial reports for company Directors
- General accounting administration tasks.

#### Essential requirements:

- Studying a relevant degree
- Excellent English language skills
- Good administrative IT skills (including Microsoft Outlook, Word and Excel)
- Ability to work on own initiative and meet deadlines
- Attention to detail

#### Desirable attributes:

- Experience in a similar role preferred

#### Company activity:

- E-commerce company

#### Location:

- London

#### Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs. No travel costs or travel costs to/from work will be reimbursed.

More details: <http://www.placement-uk.com/ops/job.php?id=1479&job=Accounting/-Finance-intern>

## BUSINESS ADMINISTRATION / MANAGEMENT

### Placement Opportunity

<b>Reference:</b>	ARF1 - 272
<b>Job Title:</b>	Spanish-Speaking Sales Administrator
<b>Company Description:</b>	Engineering Industry
<b>Location:</b>	Essex
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	September 2014

#### Job Description:

This is an exciting opportunity to become part of a friendly and vibrant company that deals with the UK and international markets. The ideal candidate will have plenty of enthusiasm and a willingness to learn about technical sales.

This position offers a real prospect for full time employment.

This job is intended for a person who is looking for career in technical sales in the construction industry. Reporting directly to the Managing Director, the successful candidates will join a company that promises career growth opportunity. He/she will be responsible for the management of existing distributors along with actively sourcing and developing new local and global customers & distributors and routes to market. The role will involve:

- Promoting company's products and services;
- Selling to the industries and sectors identified by the company;
- Build on existing relationships with clients as well as building new ones;
- Sales / Customer account management;
- Estimating a variety of projects;

Some international and UK wide travel may be involved.

#### Essential requirements:

- Native level Spanish both spoken and written
- Excellent communication and influencing skills.
- Enthusiastic and energetic with presentable personality who poses the following skills.
- Self motivated with ability to listen to customers and understand their needs;
- Good telephone and face-to-face manner and communication skills;
- Good computer skills (Office software);
- Attention to detail
- Good command of English and numeracy;

#### Desirable attributes:

- Students studying Mechanical or Civil Engineer would be preferred;
- Some knowledge of machine noise and vibration.
- CAD software knowledge.
- Some experience in sales would be desirable.

**Company activity:**

- Engineering Industry

**Location:**

- Essex

**Remuneration details:**

- A training allowance of £720 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1481&job=Spanish-Speaking-Sales-Administrator>

## 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>	YAN 19 - 245
<b>Job Title:</b>	Business Executive
<b>Company Description:</b>	Auction Website
<b>Location:</b>	West London
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

Working as part of the sales and marketing team, the company are looking for a bright and motivated student to assist in the launch of their new business venture. You will be exposed to many areas of the business such as Customer Support, Marketing, Business Development, Data Analysis, Management and Administration enabling you to use existing skills plus gaining a wide variety of new skills.

- Hours of work will be Monday – Friday 09.00am to 18.00pm

### Essential requirements:

- Fluent written and spoken English
- Studying for a relevant Masters or Degree in either Marketing or Business
- Very good telephone manner
- Confident manner and ability to present ideas to the team
- Understanding of social media
- Good computer skills in MS Office, Powerpoint, Facebook, Internet
- 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:

- This Company is a multiple award winning online shipping business that provides a marketplace to provide proficient and well priced shipping solutions.

### Location:

- Situated in an office environment in West London, the location is in a cosmopolitan area with a thriving community and excellent transport links to tube stations, buses aswell as shops, boutiques, cafes and restaurants
- All the amenities that you would expect from a capital city are within easy access

### Remuneration details:

- A training allowance of £650 per month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1459&job=Business-Executive->

## Placement Opportunity

<b>Reference:</b>	BLL 1 - 267
<b>Job Title:</b>	Recruitment Assistant / Administrator / Resourcer
<b>Company Description:</b>	Recruitment Consultancy
<b>Location:</b>	Warwickshire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	Mid-September

### Job Description:

This is an exciting and unique opportunity to gain invaluable experience in the field of recruitment. This is a very varied and interesting position supporting 2 Directors of the business. You will get a great insight into how a small business is run and will play an important role in the company.

The company is based in a small office room in a serviced office complex (with parking). They are a professional services consultancy recruiting within Finance & Accountancy. They therefore deal with 'white collar' professionals who are typically qualified accountants or Human Resources professionals. They have a casual dress code (unless meeting / greeting a candidate or client in which case business dress is required).

### Tasks include:

#### Admin:

- Adding contacts from saved lists to CRM system (Bullhorn)
- Adding companies to CRM system
- Answering main phone
- Adding candidates to CRM system
- Attaching files to client/candidate records
- Typing and formatting CVs

#### Business development:

- Verifying client contact details and key personnel by phone or internet
- Searching LinkedIn for prospect clients/contacts
- Research local businesses

#### Advertising:

- Writing copy for job adverts
- Writing "News" articles for website
- Adding jobs to ABR website
- Social media (Twitter / LinkedIn)

#### Essential requirements:

- Excellent written and spoken English
- Available from mid September 2014 for 6 months
- Ideally studying for a Masters or Undergraduate degree in Business Administration, Marketing or similar
- Good understanding of Social media, SEO, Google, Twitter, Linked-In etc
- Strong Marketing skills – familiar with research techniques
- Excellent attention to detail
- Confident telephone manner and willingness to contact clients and candidates on the telephone
- Ability to work professionally, quickly and accurately whilst under pressure
- Ability to communicate with accuracy and clarity in both verbal and written communications.
- Good understanding of MS Office, Excel, Internet etc is very important
- Must be a team player and enjoy working with other people and happy to work in a small SME environment
- Bright enthusiastic personality
- Self-motivation and initiative.

#### Desirable attributes:

- Some experience in a marketing and/or administration
- An interest in a small business
- Previous experience in sales/ customer service
- Previous experience in a commercial office/business environment would be an advantage

#### Company activity:

- Recruitment consultancy

#### Location:

- The Company is located in a small town in Warwickshire, in the midlands

#### 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=1476&job=Recruitment-Assistant/-Administrator/-Resourcer>



## Placement Opportunity

<b>Reference:</b>	CLB 8 - 254
<b>Job Title:</b>	Customer Support Agent
<b>Company Description:</b>	Online Accounting
<b>Location:</b>	London
<b>Stay duration:</b>	6 to 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. The role of the support agent is mainly focused on answering queries on the multiple software programs and giving great customer service. The support agent will need to quickly gain a strong understanding of these programs and be able to respond to customers in a timely manner. The role will involve answering customer queries via email and phone, updating customer forum, updating user guides using Wordpress, hosting 1-2-1 sessions with customers to guide them through the system/answer questions, other adhoc support duties.

### Essential requirements:

- Excellent English skills both verbal and written
- Excellent telephone manner and good communication skills.
- Computer literacy comfortable using new computer programs
- Takes own initiative
- Experience working in a Professional/office environment
- Experience in working in a professional team in a customer based environment

### Desirable attributes:

- Accountancy courses/qualifications

### 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.

### Location:

- Central 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=1466&job=Customer-Support-Agent>

## Placement Opportunity

<b>Reference:</b>	GTL 4 - 255
<b>Job Title:</b>	French-Speaking Sales and Business Administration Assistant
<b>Company Description:</b>	Manufacturing Company
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	July 2014

### Job Description:

This is an excellent opportunity to gain valuable experience in the sales and business administration environment. You will have a responsible position within a dynamic small company, which enables you to observe the impact of your actions on the business as a whole. The mission is based in England and involves daily communication with companies over a wide geographical area.

You will be required to assist with all aspects of sales and business administration within a small but rapidly growing company.

### Responsibilities:

- Project based assignments
- Communicating with customers by phone and email in English and French.
- Sales growth of existing customers.
- Responding to new enquiries via our website.
- Assisting with the administration of sales leads.
- Development of supporting sales and marketing materials.
- To assist with the implementation of sales order processing
- To keep accurate records both written and using CRM system.
- Prepare clear documentation to facilitate a successful handover on completion.

### Essential requirements:

- Excellent English and French language skills both spoken and written.
- Experience and interest in B2B.
- Desire to work in a small team.
- Dynamic, motivated and well organised.
- Excellent interpersonal and communication skills.

### Desirable attributes:

- Ability to speak another European language would be an advantage.
- Experience in a similar role preferred

### Company activity:

- The company is UK leading manufacturer of specialist products. Based in Hampshire, they are in the centre of the boat building area, and conveniently situated for access to Europe.
- Their integrity and reliability with their customers allows us to supply our excellent value and quality solutions to distributors who in turn support many industries.

### Remuneration details:

- An Allowance of £600 per month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1467&job=Sales-and-Business-Administration-Assistant>

## 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>	CCP 1 - 190
<b>Job Title:</b>	Danish, Swedish or Norwegian Speaking Customer Service and Sales Support
<b>Company Description:</b>	Specialist product supplier / Distributor
<b>Location:</b>	North East England
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job description:

This is an exciting and unique role working for a leading supplier of specialist consumer goods.

The role involves the following tasks:

- Take customer orders by obtaining and verifying information
- Provide product/service information by answering questions and offering assistance
- Outbound calls to existing accounts and prospects to introduce brands and potentially open new accounts
- Locate potential business deals by contacting potential partners
- Discovering and exploring opportunities
- Determine requirements by working with customers (retail)
- Maintain relationships with clients by providing support, information, and guidance
- Researching and recommending new opportunities
- Answer enquiries by clarifying desired information, locating, and providing information utilising in house systems
- Fulfil requests by clarifying desired information
- Complete transactions and forwarding requests
- Sell additional services by recognising opportunities to up
- Sell accounts and explaining new features
- Maintain customer database by entering information and updating contact log
- Enhance organisation reputation by accepting ownership for accomplishing new and different requests
- Exploring opportunities to add value to job accomplishments

### Essential requirements:

- Fluent English written and spoken
- Fluent in either Danish / Swedish or German Languages (ideally a high proficiency in all these languages)
- Strong Computer literate MS Office and fully proficient in Excel)
- Customer Focus and Customer Service
- Data Entry Skills and great telephone manner
- Excellent Communication skills
- Excellent at Building Relationships with people
- Previous experience in office environment - preferably internationally

### Desirable attributes:

- Problem Solving
- Multi-tasking
- Sales Experience
- Net Suite or SAGE

### 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=1403&job=Danish,-Swedish-or-Norwegian-Speaking-Customer-Service-and-Sales-Support>

## ECONOMICS

### Placement Opportunity

<b>Reference:</b>	TLA 13 - 232
<b>Job Title:</b>	Trainee Econometrician
<b>Company Description:</b>	Energy Forecasting
<b>Location:</b>	Central London
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

#### Job Description:

As a Trainee Econometrician you will learn basic and intermediate methods of electric load forecasting model production, recalibration and maintenance. The process is computer and statistics intensive, with several automated tools to help with model production.

You will be office-based mainly in London but the position may include opportunities to work in the US with similar types of models. It may also include opportunities to accompany full-time staff for meetings with clients at their places of business. As a Trainee you will be required to learn and understand Unix and Windows command line interfaces for interaction with the software product.

If your traineeship is successful, full-time permanent positions are available with the organisation.

#### Essential requirements:

- Excellent/Fluent English – written & spoken
- Intermediate understanding of statistical theory and/or econometrics
- Basic understanding of economics
- Good PC skills in a Microsoft windows operating environment
- Motivated work ethic with analytical skills and good at decision making

#### Desirable attributes:

- Advanced knowledge of statistical theory and/or econometrics.
- Intermediate or higher knowledge of economics.
- Basic understanding of statistical/econometric analysis computer software.
- Familiarity with UNIX, command line interfaces or databases such as MySQL or MS SQLServer.
- Fluency in another EU language
- Previous experience shall be preferred, especially if energy related

#### Company activity:

- The company provides highly accurate load forecasting solutions to the electric and gas industries in both the US and Europe with the potential to expand worldwide.
- A small and highly specialised organisation, which place a great emphasis on retaining and developing their staff.

#### Location:

- Based mainly in their London office, but with opportunity to travel to their US offices.
- The London office is a 15-20 minute walk from central London attractions such as Westminster, the South Bank and the West End theatre district.

#### Remuneration details:

- Allowance of £940 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1447&job=Trainee-Econometrician>

## 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 to 12 months
<b>Start Date:</b>	As soon as possible

#### 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 create 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>	As soon as possible

### 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.

### 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>



## HUMAN RESOURCES

### Placement Opportunity

<b>Reference:</b>	EMG 1 - 242
<b>Job Title:</b>	Human Resources and Office Administrator
<b>Company Description:</b>	Global service organisation, in the oil, gas and energy industries
<b>Location:</b>	North West England
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

#### Job Description:

This is a unique and diverse role working for a global service organisation, in the oil, gas and energy industries, with blue chip client base. They require an enthusiastic, hardworking and ambitious Human Resources and Office Administration Intern to join their Human Resources Team.

This diverse role reports to the Human Resources Advisor as she delivers Human Resources support to the global organisation in compliance with legislative requirements, industry best practice, company policy and procedures.

#### Key tasks will include:

- Updating and maintaining the Personnel database
- Assisting with the administration of the Starter and Leaver processes
- Updating and maintaining the Global Leave Calendar
- Assisting with the monitoring of monthly sickness and absence reports and ensuring that the required documents are in place
- Supporting the Global Recruiter with the administration of Recruitment Campaigns
- Assisting with sourcing and booking training and development courses
- General support on ad hoc queries, requests and project work
- Preparing / inputting to draft Purchase Orders for Human Resources related expenditure
- Attending to the main telephone line in the head office, professionally addressing / transferring enquiries from clients, suppliers and other callers
- Recording and distributing post
- Organising travel arrangements, accommodation, and other bookings when required
- Organising internal and external meetings and creating / distributing calendar events
- Scanning and filing documentation
- Liaising with suppliers covering functions such as; IT support, reprographics units, postage, stationary, etc.
- Any other ad-hoc or project related activities as requested by your Line Manager.

#### Essential requirements:

- Fluent written and spoken English
- Studying for a relevant Masters or Degree in Human Resources, Business Management or other similar degree or academic qualification
- Competency in standard Microsoft applications including; Word, Excel, PowerPoint, Outlook is required
- Competency in standard Google applications including; Mail, Calendar, Contacts, (Drive is desirable)
- Ability to work as an effective team member with all levels of personnel
- Organisational and planning skills
- Excellent oral and written communication skills
- Accuracy and attention to detail
- Experience using web based applications such Salesforce and LinkedIn is preferred



**Desirable attributes:**

- Previous experience in a similar environment would be very useful

**Company activity:**

- Provide proficient and well priced shipping solutions.

**Location:**

- Situated in an office environment in West London, the location is in a cosmopolitan area with a thriving community and excellent transport links to tube stations, buses aswell as shops, boutiques, cafes and restaurants
- All the ammenities that you would expect from a capital city are within easy access

**Remuneration details:**

- A training allowance of £650 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1473&job=German-Marketing-&-Customer-Service>

## MARKETING / SALES

### Placement Opportunity

<b>Reference:</b>	YAN 21 - 268
<b>Job Title:</b>	Irish Marketing & Customer Service
<b>Company Description:</b>	Auction Website
<b>Location:</b>	West London
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

#### Job Description:

Working as part of the sales and marketing team, the company are looking for a bright and motivated student to assist in the growth of their local site in Germany. You will be exposed to many areas of the business such as mainly Customer Support but also Marketing and Business Development enabling you to use existing skills plus gaining a wide variety of new skills.

#### Key responsibilities will include:

- Optimisation of the local language ensuring best use of language is used on the site
- Identifying and implementing potential market strategies
- Communicating with local language transport providers and customers
- Assist in other areas of the business including customer support, Marketing and Business Development
- Hours of work will be Monday – Friday 08.00am to 17.00pm

#### Essential requirements:

- Native English
- Very good telephone manner
- Confident manner and ability to present ideas to the team
- Understanding of social media such as Facebook, Twitter, Blogging
- Good computer skills in MS Office, PowerPoint, Facebook, Internet
- 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
- Knowledge/ previous experience in a sales environment

#### Company activity:

- This Company is a multiple award winning online shipping business that provides a marketplace to provide proficient and well priced shipping solutions.

#### Location:

- Situated in an office environment in West London, the location is in a cosmopolitan area with a thriving community and excellent transport links to tube stations, buses as well as shops, cafes and restaurants
- All the amenities that you would expect from a capital city are within easy access

#### Remuneration details:

- A training allowance of £650 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1477&job=Irish-Marketing-&-Customer-Service>

## Placement Opportunity

<b>Reference:</b>	VVY 5 - 271
<b>Job Title:</b>	French-Speaking Marketing and Buying Assistant
<b>Company Description:</b>	E-commerce company
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job Description:

The company is looking for a bright and enthusiastic individual seeking to gain an insight into the marketing and buying function of a leading e-commerce brand.

In this role you will provide valuable support to a small and very dynamic team and will be comfortable carrying out routine tasks individually

Interns will gain hands on experience, spending 5 days a week learning from dedicated marketing and buying teams who bring the company experience to life.

### Daily job responsibilities will include:

- Research latest buying trends and pricing
- Keep up to date with competitors promotions
- Work closely with wholesalers to source products for the site
- Assist with copywriting
- Set and achieve personal goals whilst supporting goals of the sales team
- To update and maintain the website and presence on external social media websites such as Facebook and Twitter
- To assist with copywriting
- To assist with creation and distribution of email newsletters
- To help to accurately maintain and grow the subscriber base
- To assist with daily reporting
- To assist with customer service

Possibility of full time employment at the end of the successful internship

### Essential requirements:

- Fluent English written and spoken
- Native level of French language
- Studying a relevant degree
- Experience or education in e-commerce retail
- Excellent communication skills, written, verbal and interpersonal
- Good administrative IT skills (including Microsoft Outlook, Word, PowerPoint and Excel)
- Creativity and ability to work on own initiative and meet deadlines
- Enthusiasm and knowledge for latest trends
- Good research and internet skills
- Attention to detail
- Excellent team player
- Good research and internet skills

**Desirable attributes:**

- Previous marketing experience
- Experience of web updating using a content management system
- Knowledge of Adobe Photoshop
- Knowledge of the daily deal industry

**Company activity:**

- E-commerce company

**Location:**

- London

**Remuneration details:**

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs. No travel costs or travel costs to/from work will be reimbursed.

More details: <http://www.placement-uk.com/ops/job.php?id=1480&job=French-speaking-Marketing-and-Buying-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 to 12 months
<b>Start Date:</b>	As soon as possible

### 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 training allowance of circa £600 per 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>	HOM 8 - 265
<b>Job Title:</b>	French-Speaking Export Marketing Assistant
<b>Company Description:</b>	Home furnishings manufacturer & importer
<b>Location:</b>	Tipton, West Midlands
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	July 2014

### Job Description:

Although a placement position, this role is important to the continuing development and expansion of the Company into export markets. Working under the supervision of the Managing Director to actively develop sales for the country of France.

### Tasks and responsibilities will include:

- Telephone order processing to existing customers and new prospects in France and UK
- Market research
- Website administration
- Translate brochures / web-sites / price lists / documentation and assist with production of marketing material for French
- Occasional overseas travel may be required (expenses paid)
- Other general office or administrative tasks, as required
- Hours of work: 9am – 5pm, Mon – Fri

### Essential requirements:

- Very good English – written & spoken
- German language skills – to a very high level
- Studying a Marketing degree or a Business degree with Marketing as a major element
- Good computer skills – MS Office
- Good knowledge of internet
- Excellent interpersonal skills
- Professional telephone manner
- Confident & able to work independently as required

### Desirable attributes:

- Italian language skills will be a huge benefit
- Interested in import and export
- Experience in a similar role or environment will help though not essential.

### Company activity:

- The Company manufactures imports and distributes quality home furnishings. It is a British Company with its own manufacturing unit in India, along with a series of associate manufacturers. They also have a joint venture in China. Their product range includes high grade bedding, rugs, bath mats, door mats, hardwood furniture and nursery textiles.
- The Company has been in the business of home textiles for more than 20 years and has a world wide customer base. Customers include retail groups as well as importer distributors. They also supply Hotel groups and contract furnishers.
- They offer excellent quality and great value for money and an honest ethical service.

**Location:**

- Based in Tipton, West Midlands. Tipton is located about halfway between Birmingham and Wolverhampton and close to Dudley and West Bromwich. It is a part of the West Midlands conurbation and is a part of the Black Country.
- In the 18th century Tipton was still a collection of hamlets and it developed rapidly during the Industrial Revolution. It now has a population of around 50,000
- Excellent local amenities and great public transport links to the city centre of Birmingham, England's second city. A multicultural city, it has plenty of things to offer ranging from great shopping facilities and restaurants to busy night life.
- Situated in the centre of the country, it offers easy access to all parts of the UK by road and rail.
- Birmingham International Airport, The National Exhibition Centre and National Indoor Arena are all easily reached

**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=1474&job=French-Speaking-Export-Marketing-Assistant->



## Placement Opportunity

<b>Reference:</b>	DRE 3 - 258
<b>Job Title:</b>	Customer & Affiliate Product Line Manager
<b>Company Description:</b>	Online Gaming Company
<b>Location:</b>	London
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

The company is a start-up acting in the Online Gaming business who are growing very quickly. They are launching a new game concept on the UK market as world first. For this particular purpose they are setting up a dedicated operational team in the UK. They are currently recruiting for Customer & Affiliate Product Line Managers (CAPLM) responsible for the day-to-day running of Product Lines of the new game, with a view to increasing the uptake, conversion and profitability of the game. They have 12 different product Lines: VIP & Cultural Events, Money, Home & Property, Sports & Adventure, Vehicles (cars, boats and motorbikes), Holidays, High-tech & Gadgets, Fashion & Arts, Food & Drink, Health & Relaxation, Help/Support/Humanitarian Projects and Ecological Projects.

**This is an exciting and challenging position where the successful CAPLM will be responsible for:**

- Control and validate, in real time, customer gaming operations for the product lines you are in charge
- Supervise and control the contractual relation between customer and affiliate until completion of the contract
- Act as customer and affiliate account manager for the brand
- Communicate with customers and affiliates on a regular basis via e-mail, phone, forums and maximize their profitability
- Identify new affiliates and participate to the commercial negotiation where necessary
- Brief, manage and analyse affiliate creative in order to optimize conversion rates
- Liaise with the Operations Management Team in order to manage affiliates invoice and payment process
- Liaise with the Operations Management Team in order to determine key promotions to pass on to affiliates
- Assess new affiliate applications
- Respond to queries in customer and affiliate email box in a timely manner
- Carry out regular market research and competitive analysis and work together with the Operations Management Team to originate and execute innovative affiliate strategies and promotions

### Essential requirements:

- The successful candidate should be a fast learner, enthusiastic and comfortable working both independently and as part of a team..
- Knowledge, Expertise and Qualifications (relating to specialist knowledge and expertise required to undertake the role)
- Strong client facing and relationship skills
- Confident individual with excellent communication skills – particularly good writing skills
- Well-organized, with strong analytical skills
- Individuals with experience of online/affiliate marketing
- Commercial awareness and negotiation skills
- Strong IT skills

**Desirable attributes:**

- A strong interest in at least one specific domain corresponding to our Product Lines would be appreciated.
- An experience of online gambling would be a plus

**Company activity:**

- A unique online gaming company

**Location:**

- London

**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=1470&job=Customer-&-Affiliate-Product-Line-Manager>

## Placement Opportunity

<b>Reference:</b>	DRE 4 - 259
<b>Job Title:</b>	Customer Support Manager
<b>Company Description:</b>	Online Gaming Company
<b>Location:</b>	London
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

Our company is a start-up company acting in the Online Gaming business. We are growing very quickly. For operational reason, we operate an E-Gambling Licence on the Isle of Man (UK). We are launching a new game concept on the UK market as world first. For this particular purpose we are setting up a dedicated operational team in the UK. We are currently recruiting for a Customer Support Manager (CSM) responsible for the day-to-day support of all customers of our New Game, with a view to increasing the quality of the service, the quality of the website design and the game play definition.

**This is an exciting and challenging position where the successful CSM will be responsible for:**

- Control, validate and support, in real time, Customer Registration
- Manage, in real time, our Technical Support Services Sub-contractor
- Manage, in real time, our Screening Sub-contractor
- Manage, in real time, our Payment Services Sub-contractors
- Update & Manage the FAQ list of the website and Measure the quality of service
- Measure the quality of the website design (for both back office and front office)
- Measure the quality of the game play
- Support to Product Line Managers (CAPLM) for deadlock Customer Relations issues
- Support of the Director in charge of the management of Customer Cash Deposit
- Support of the Director in charge of the management of Dream/Prize Payment Process
- Communicate with customers and affiliates on a regular basis via e-mail, phone, forums and maximize their profitability
- Respond to queries in customer and affiliate email box in a timely manner

The successful candidate should be a fast learner, enthusiastic and comfortable working both independently and as part of a team. A strong interest for customer relations, a natural leadership for setting up efficient organisation tools and a good knowledge of accounting process would be appreciated. An experience of online gambling would be a plus.

### Essential requirements:

- Fluent English both spoken and written
- Strong client facing and relationship skills
- Confident individual with excellent communication skills (good writing)
- Well-organized, with strong analytical and negotiation skills
- Individuals with experience in customer relations
- Accounting awareness
- Computer experience - must be competent (intermediate to advanced) in MS Office, Internet and Social Networking tools

**Desirable attributes:**

- An experience of online gambling would be a plus

**Company activity:**

- A unique online gaming company

**Location:**

- London

**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=1471&job=Customer-Support-Manager>

## Placement Opportunity

<b>Reference:</b>	BYS 5 - 252
<b>Job Title:</b>	Sales & Marketing Assistant
<b>Company Description:</b>	Imaging Research
<b>Location:</b>	Wokingham - Berkshire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	August 2014

### Job Description:

Key responsibilities will include:

- Assisting with all sales activities.
- CRM and database updating.
- Creating calling lists.
- Preparing sales and marketing material.
- Creating news letters
- Hotel and flights bookings
- Other day to day activities in an office

### Essential requirements:

- German and/or French language
- MS office (Word, Excel, PowerPoint)

### Desirable attributes:

- Other European languages
- Data base experience
- CRM experience

### Company activity:

- For over 50 years, the company has been the leading independent office equipment test lab and business consumer advocate. More recently in 2010 the company launched a German language version of its main online competitive intelligence tool and in 2011 launched a French language product.

### Location:

- The company is located in Wokingham, Berkshire

### Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1465&job=Sales-&-Marketing-Assistant>

## Placement Opportunity

<b>Reference:</b>	HOM 9 - 266
<b>Job Title:</b>	German-Speaking Export Marketing Assistant
<b>Company Description:</b>	Home furnishings manufacturer & importer
<b>Location:</b>	Tipton, West Midlands
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	September 2014

### Job Description:

Although a placement position, this role is important to the continuing development and expansion of the Company into export markets. Working under the supervision of the Managing Director to actively develop sales for the country of Germany.

### Tasks and responsibilities will include:

- Telephone order processing to existing customers and new prospects in Germany and UK
- Market research
- Website administration
- Translate brochures / web-sites / price lists / documentation and assist with production of marketing material for Germany
- Occasional overseas travel may be required (expenses paid)
- Other general office or administrative tasks, as required
- Hours of work: 9am – 5pm, Mon - Fri

### Essential requirements:

- Very good English – written & spoken
- German language skills – to a very high level
- Studying a Marketing degree or a Business degree with Marketing as a major element
- Good computer skills – MS Office
- Good knowledge of internet
- Excellent interpersonal skills
- Professional telephone manner
- Confident & able to work independently as required

### Desirable attributes:

- Italian language skills will be a huge benefit
- Interested in import and export
- Experience in a similar role or environment will help though not essential.

### Company activity:

- The Company manufactures imports and distributes quality home furnishings. It is a British Company with its own manufacturing unit in India, along with a series of associate manufacturers. They also have a joint venture in China. Their product range includes high grade bedding, rugs, bath mats, door mats, hardwood furniture and nursery textiles.
- The Company has been in the business of home textiles for more than 20 years and has a world wide customer base. Customers include retail groups as well as importer distributors. They also supply Hotel groups and contract furnishers.
- They offer excellent quality and great value for money and an honest ethical service.

#### Location:

- Based in Tipton, West Midlands. Tipton is located about halfway between Birmingham and Wolverhampton and close to Dudley and West Bromwich. It is a part of the West Midlands conurbation and is a part of the Black Country.
- In the 18th century Tipton was still a collection of hamlets and it developed rapidly during the Industrial Revolution. It now has a population of around 50,000
- Excellent local amenities and great public transport links to the city centre of Birmingham, England's second city. A multicultural city, it has plenty of things to offer ranging from great shopping facilities and restaurants to busy night life.
- Situated in the centre of the country, it offers easy access to all parts of the UK by road and rail.
- Birmingham International Airport, The National Exhibition Centre and National Indoor Arena are all easily reached

#### 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=1475&job=German-Speaking-Export-Marketing-Assistant>

## Placement Opportunity

<b>Reference:</b>	PTC 6 - 253
<b>Job Title:</b>	Spanish / Portuguese / German / Arabic speaking Marketing & Business Development Assistant
<b>Company Description:</b>	IT / Manufacturing
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

### 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 Spanish, Portuguese, 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>	GTL 5 - 256
<b>Job Title:</b>	Business & Marketing Administrator
<b>Company Description:</b>	Manufacturing Company
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job Description:

This is an excellent opportunity for a Business or Marketing student to gain valuable experience in developing and implementing Marketing and Sales plans in a small but rapidly growing company. The company has a large market share in the UK and over the last 5 years has expanded overseas and now had distributors in more than 25 countries. An important part of our business plan is to achieve growth in other countries, initially targeting Germany.

Working within a small company is a big responsibility, and enables you to observe the impact of your actions on the business as a whole.

### Responsibilities:

- Research the market and establish opportunity.
- Assist in developing the Marketing Strategy for Germany.
- Prepare Sales and Marketing Plans to achieve targeted sales growth.
- Identifying potential new customers and making contact with them.
- Building relationships with potential new customers.
- Keeping accurate records.
- Preparing clear documentation to facilitate smooth handover on completion of placement.
- Identify future opportunities.

### Essential requirements:

- Experience and interest in B2B.
- Desire to work in a small company.
- Dynamic, self-motivated and well organised.
- Excellent English and German language skills both spoken and written.
- Excellent interpersonal and communication skills.
- Outgoing and confident manner.

### Desirable attributes:

- Ability to speak another European language would be an advantage.
- Experience in a similar role preferred

### Company activity:

- The company is UK leading manufacturer of specialist products. Based in Hampshire, they are in the centre of the boat building area, and conveniently situated for access to Europe.
- Their integrity and reliability with their customers allows us to supply our excellent value and quality solutions to distributors who in turn support many industries.

### Location:

- Hampshire

### Remuneration details:

- An Allowance of £600 per month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1464&job=Sales-&Marketing-Assistant->

## 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>	ACA 3 - 195
<b>Job Title:</b>	Marketing Executive
<b>Company Description:</b>	Educational Institution
<b>Location:</b>	Nottinghamshire
<b>Start Date:</b>	As soon as possible

### 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->

IT

**Placement Opportunity**

<b>Reference:</b>	KIB 1 - 263
<b>Job Title:</b>	Web Development Executive
<b>Company Description:</b>	Country Club
<b>Location:</b>	Hertfordshire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

**Job Description:**

This position is working within the leisure industry for a top Country /Golf club based in Hertfordshire. The role will involve assisting the Club in initialising, building, developing, installing and administering new website for the benefit of the Club's Members.

**Essential requirements:**

- Fluent written and spoken English
- Studying for a relevant Masters or Degree
- Highly computer literate especially in the field of website design
- Strong administration skills
- Able to update and modernise the existing website with up-to-the-minute information until a changeover is made to the new site.
- Imagination and flair
- Excellent communication skills – to interact with a small management committee to devise and coordinate input as well as the efficient dissemination of information to the target audience
- To train the next student in all areas of the role maintaining the standards set
- Good computer skills in MS Office, Powerpoint, Facebook, Internet
- Ability to multi task and manage own workload
- Personable, smart and friendly, and at ease in an up-market environment such as a country club

**Desirable attributes:**

- Someone interested in sport (particularly golf) would be an advantage but not essential.

**Company activity:**

- High end private members Golf & Country Club with some 700 members. We are in the process of modernising our communications with Members through a new integrated website and golf results programme as well as marketing our facilities through social media.

**Location:**

- Hertfordshire – 20 minutes by train to Central London

**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=1371&job=Back-end-Web-Developer>

## 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 to 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.

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 an a busy environment.

### 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.

### Location:

- They are based in Central London. The company is located close by to numerous restaurants, that the team get to trial once a month on behalf of the company as a team treat!
- There are a couple of great cheap gyms in the area if you like to keep fit after work, and a large park is a beautiful green space so close, where lunch time walks and fresh air can be enjoyed during a break.

### 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>

## Placement Opportunity

<b>Reference:</b>	CLB 7 - 226
<b>Job Title:</b>	Front end Web Developer
<b>Company Description:</b>	Online Accounting
<b>Location:</b>	London
<b>Stay duration:</b>	6 to 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

### Essential requirements:

- Excellent English skills both verbal and written
- Very strong communication skills
- Front end web development 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
- 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!
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More details: <http://www.placement-uk.com/ops/job.php?id=1441&job=Front-end-Web-Developer>