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BUSINESS ADMIN & MANAGEMENT

Graduate Job

Reference:	GPUR 2 - 174
Job Title:	Export Assistant
Company Description:	Manufacturers
Location:	London
Start Date:	ASAP

Job Description:

Help open up new export markets within the plastics industry selling B2B. This will include:

- Marketing
- Database management
- Joint sales calls, so a good command of the English language is imperative
- Hours of work will be from Monday to Friday, from 09:00am to 17:00pm

Essential requirements:

- Fluent spoken and written English
- Excellent written and spoken English
- Fluency in another language including Italian or Spanish
- Studying for a relevant Masters or Degree in either Plastics or Chemistry OR Marketing with a knowledge/interest of the Plastics / Chemistry industry
- Confident telephone manner
- Ambitious
- Logical and methodical approach
- Outgoing personality
- Technically minded and have a good understanding of technical words
- Good computer skills – MS Office, Internet

Desirable attributes:

- Previous experience would be useful but not essential
- Any knowledge of Polymer Plastics would be an advantage

Remuneration details:

- A training allowance of £900 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.intergrad.co.uk/ops/job.php?id=743&job=Export-Assistant>

Graduate Job

Reference:	GKIM 4 - 167
Job Title:	Trade Support Assistant
Company Description:	Investment Management
Location:	London
Start Date:	ASAP

Job Description:

This company is a large multi-national with office in Milan, Rome, London, New York, Turin & Lugano. The London office employs 20 people including two on the Dealing Desk and three in Operations. The London office is situated in the heart of the Finance district. This is an opportunity to work within a small Operations team covering both global multi asset single funds and fund of funds. This role is suitable for either a placement student or a recent graduate.

The role will be initially for 6 months with the possibility of this being extended. Back/ middle office trade support which includes cash & stock reconciliation, pricing, corporate actions, dividends, portfolio valuation across a wide range of products - Pan-European/ North American/Emerging markets - Equities, Fixed income, Swaps, Options & Futures.

Key Requirements:

- Performing daily stock & cash reconciliations with Prime Brokers/ Custodians on all fund accounts (cash, equities, futures, Swaps, options, fx, etc.) using Excel
- Updating the Fund accounting systems to reflect cash journals, corporate actions, dividends, interest income and expenses
- Maintaining the funds' accounting records on the Fund accounting database to provide accurate data on a daily basis as required for internal and external purposes eg. funds' NAV, MTD performance, portfolio analysis, long/short positions, etc
- Checking trades/OMS system during the day
- Dealing with settlement issues
- Assisting in any new Operational projects that may arise during this period
- Collating information for Compliance checks
- Monthly archiving
- General office duties
- Maintaining close working relationships with: Front, middle & back office staff in the Company's London office. The funds' prime brokers, custodians and administrators & the funds' trading counterparties

Essential requirements:

- Strong MS office suite skills
- Fluent English required
- Extremely numerate with excellent oral and written communication
- Studying a relevant degree

Desirable attributes:

- Experience in a similar role preferred

Remuneration details:

- £1250

More details: <http://www.intergrad.co.uk/ops/job.php?id=739&job=Trade-Support-Assistant->

MARKETING / SALES

Graduate Job

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

Job Description:

This is an exciting opportunity to join a small but growing team working within a dynamic, market-leading small business. This is a hands-on job, with responsibilities for marketing and selling real-time business-critical decision support applications for the Energy Market.

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

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

Key Responsibilities:

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

Essential requirements:

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

Desirable attributes:

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

Company Activity:

- Software Company

Location:

- Hampshire

Remuneration details:

- Based on experience

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

IT

Graduate Job

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

Job Description:

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

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

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

Essential requirements:

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

Desirable attributes:

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

Remuneration details:

- Based on Experience

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

Graduate Job

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

Job Description:

This is an exciting opportunity to gain valuable experience within a dynamic, market-leading small business. This is a real job, with real responsibilities developing real time business critical decision support applications for the Energy Market. This opportunity is for a delivery focused role. The successful candidate will be working in a small office with a friendly atmosphere (Monday to Friday for 37,5 per week) and he or she will operate as part of a team where their role will include:

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

Essential requirements:

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

Desirable attributes:

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

Remuneration details:

- Based on Experience

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

HUMAN RESOURCES/ RECRUITMENT

Graduate Job

Reference:	GVHS 1 - 97
Job Title:	Trainee Recruitment Consultant
Company Description:	International Recruitment
Location:	London
Start Date:	ASAP

Key Requirements:

- Resourcing/delivery on various roles
- Lead generation
- Updating CRM system
- Going to meetings (accompanied by senior staff)

Essential requirements:

- High achievers - graduates that strive for excellence in everything they do
- Fantastic communicators - this is a fast paces sales job and you'll need to be able to form strong relationships
- Extremely competitive - the ability to outperform your competitors and peers is crucial
- Driven & proactive - display the ability to go the extra mile and never give up
- Must be well presented, independent, motivated people that want to develop a career

Desirable attributes:

- Any middle eastern/ European/ Americans
- Any multi language speakers
- Any previous experience in sales/ telesales/ recruitment

Remuneration details:

- Basic annual salary £18,000

More details: <http://www.intergrad.co.uk/ops/job.php?id=730&job=Trainee-Recruitment-Consultant>

Graduate Job

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

Job Description:

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

Essential requirements:

- You MUST be fluent in a Nordic language (Norwegian, Swedish, Danish or Finnish) or fluent in French, Dutch or German
- Very hard working, extremely self-motivated & highly driven individuals
- Graduate calibre individuals, though degree level education is not essential
- You should definitely be of a positive, dynamic, confident, optimistic & enthusiastic nature with excellent communication skills
- You will ideally have at least 6 months Sales, Business Development, Outbound Telesales or Business-to-Business or Account Management experience but this is not essential as long as you have the desire to thrive & succeed in a competitive sales environment - we are looking for both entry-level and/or experienced professionals
- Most importantly however, you should have a genuine passion to work in a fast paced & target driven sales environment

Desirable attributes:

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

Remuneration details:

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

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

Graduate Job

Reference:	GJAM 1 - 137
Job Title:	Executive Search Recruitment Consultant
Company Description:	Recruitment Consultant
Location:	Manchester
Start Date:	ASAP

Job Description:

- Identifying potential leads, working on specific markets and developing a go-to-market strategy
- Identifying and following business leads
- Dealing with speculative calls, from both candidates and clients
- Taking detailed and comprehensive job specifications, identifying requirements and providing client feedback
- Managing accounts and ensuring that colleagues are kept up to date with live vacancies
- Negotiating fees and rebates that are in line with company policy
- Writing proposals and tenders, and issuing these to clients alongside our Standard Terms of Business
- Writing the job spec up, alongside the advert and other internal admin that may be required
- Setting up and visiting both new and existing clients, on both a retained and contingent basis
- Up-selling and cross-selling to ensure that all relevant vacancies are issued to the company
- Meet sales/gross profit targets in line with ramp-up and ongoing targets.
- Generate new candidates, with use of LinkedIn, ad response, our extensive database and access to job boards (both active and passive candidates)
- Market map potential targets, via research and headhunting candidates
- Short-listing CVs in line with the vacancy requirements, ensuring that candidates match the criteria
- Pre-screening and qualifying relevance of potential candidates
- Taking candidates through the registration process, interviewing them, controlling them and managing expectations
- Matching the candidate background to existing vacancies and potential one-off calls
- Provide information to candidates on clients and job specifications for permanent jobs

Essential requirements:

- Fluent in English and either French, German, Dutch or Swedish
- Commutable to Manchester on a daily basis
- High calibre individual
- Excellent level of written and verbal English
- Resilience, energy, proactive, organised
- IT literate

Desirable attributes:

- Experience of working within the IT, sales or marketing recruitment market
- Sold to and worked with retained clients (training will be provided as well)
- Degree educated

Salary details:

- £18k-£25k base, Double OTE, plus incentives, 20 days holiday (raising to a maximum of 30 days)

More details: <http://www.intergrad.co.uk/ops/job.php?id=737&job=Executive-Search-Recruitment-Consultant>

Graduate Job

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

Job Description:

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

Essential requirements:

- You MUST be fluent in French, Dutch or German
- Very hard working, extremely self-motivated & highly driven individuals
- Graduate calibre individuals, though degree level education is not essential
- You should definitely be of a positive, dynamic, confident, optimistic & enthusiastic nature with excellent communication skills
- You will ideally have at least 6 months Sales, Business Development, Outbound Telesales or Business-to-Business or Account Management experience but this is not essential as long as you have the desire to thrive & succeed in a competitive sales environment - we are looking for both entry-level and/or experienced professionals
- Most importantly however, you should have a genuine passion to work in a fast paced & target driven sales environment

Desirable attributes:

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

Remuneration details:

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

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

