

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

HUMAN RESOURCES/ RECRUITMENT

Placement Opportunity

Reference:	ROC 20 - 269
Job Title:	HR Assistant
Company Description:	Pre-Employment Background Checking Services
Location:	Hampshire
Stay duration:	6 – 12 months
Start Date:	Beginning of September 2014

Job Description:

This is an exciting opportunity for a student looking for a placement which will develop you as a person and give you a strong understanding of how a small business works. You will join a team of up to 8 other staff all working towards common team goals. Working in a high energy atmosphere the teams work together and compete against each other in a series of fast-paced challenges.

The skills that you will learn during the course of this placement will be:

- Improving English language skills
- Increasing level of confidence and ability to handle challenging business situations
- Greater understanding of patterns of human behaviour. How to judge how people may react to situations and how to influence people in accordance with your own agenda.
- Exposure to how teams work together in business - what makes a team work and what doesn't
- Practical exposure to how companies are structured and how communication flows effectively within a company
- First hand experience of a company induction and training programme, including how monthly review meetings are used to develop skills and improve performance – and how formal appraisals are used to align the future aspirations of an employer and its employees.

Tasks and responsibilities will be:

- Using the internet to research contact details for job applicants' previous employers;
- Phoning previous employers to establish the name and correct contact details for the right person to give employment verification;
- Producing written reference requests and dispatching them by email, fax or post;
- Telephoning previous employers to request the prompt return of requested data in an acceptable format;
- Utilise an in-house database to track all activities in relation to job applicants and the progress of their background checking;
- Providing telephone advice to job applicants throughout their process;
- Identifying problems with the process and seeking to resolve them in an efficient manner;
- Keeping their Team Leader informed of each job applicants' progress and highlighting any concerns within any missing pieces of information
- The hours of work are 8.30am to 5.30pm, Monday to Friday.
- Photograph to be provided with all applications

Essential requirements:

- Native Italian, French, Spanish or German speaker

- Fluent spoken and written English;
- This placement requires an immediate start. Please only apply if you are available to start in the next two weeks.
- Studying Human Resources
- A clear and confident telephone manner with a friendly attitude;
- A resilient character with a positive “can-do” attitude;
- Well organised and efficient person who follows instructions well
- You must be a people person and enjoy contact with customers and helping with their enquiries
- Enjoy working as part of a team. Likes to be social and interact with colleagues
- The ability to learn fast, retain detailed information and think on your own;
- Computer literate with MS Word, Outlook and Internet Explorer combined with fast keyboard skills.
- Photograph to be provided with all applications
- Successful candidates must be able to secure an Erasmus grant

Desirable attributes:

- Previous office based experience would be advantageous,
- Experience in a customer service environment (bar, restaurant etc)
- Experience dealing with colleagues, clients and members of the public
- Strong instinct how to handle people and help with enquiries

Company activity:

- The company supports businesses who are hiring staff into security-sensitive environments (mainly airports) by putting their new employees through rigorous background checks.
- In the UK, many companies now outsource parts of their business process – and this is particularly true in the area of recruitment. Whilst the company is not actually a recruitment business, it does undertake a very complex business process which support’s the employer’s recruitment function.
- The company business process involves a lot of investigative tasks, mainly conducted using the telephone and supported by internet searching. Employers engage the services of this company because they employ very dedicated researchers who are good at handling people, solving problems and who are very determined to find solutions as fast as possible. The result of this is that the company can deliver its service faster and cheaper than an employer could achieve for itself.
- There is a great benefit in joining a young, vibrant team here at this company – with plenty of scope for making friends and finding a life outside of work with other interns and like-minded people. Social activities, whether organised by the company or organised by individuals, are a large benefit of coming on this internship

Location:

- The town itself is a thriving metropolis just 40 minutes from London and just one hour from the coastal cities of Southampton and Portsmouth. It has direct train routes into London and is well connected with all other towns in the region.
- The town has plenty of good shops, bars and restaurants, as well as excellent leisure facilities (cinemas, swimming pools, gyms etc). Accommodation is widely available in shared houses and long-term accommodation can normally be found within 10 days of your arrival.

Other comments:

- Due to the nature of the business, the successful applicant will be subject to a criminal records check and a full analysis of their previous employment history. Therefore, a checkable work history is a pre-requisite.

Remuneration details:

- You will receive a monthly allowance of GBP £700 to cover your accommodation and subsistence costs.
- Intern students will be offered 50% discount on a local gym and swimming pool which is open 7 days per week.
- In addition, 50% of your initial accommodation costs (B&B only) will be reimbursed for up to 14 days from the date of your arrival.

More details: <http://www.placement-uk.com/ops/job.php?id=1478&job=HR-Assistant>

RESEARCH

Placement Opportunity

Reference:	KOP 2 - 280
Job Title:	Research Analyst/Assistant
Company Description:	Market Insight Agency
Location:	London
Stay duration:	3 - 6 months
Start Date:	As soon as possible

Job Description:

This is an exciting and varied role working for an expanding marketing research and insight company based in central London. They are looking for dynamic driven students with an inkling they want a career in marketing research/customer insight/data analysis/marketing consulting.

Essential requirements:

- A relevant degree/education/experience
- Must have PERFECT WRITTEN and SPOKEN ENGLISH
- Strong MATHS and ATTENTION to DETAIL are key too
- Drive
- Curiosity
- Analytical
- Flexible
- Friendly and communicative

Desirable attributes:

- Experience in a similar role preferred

Company activity:

- Market research/ insight agency

Location:

- London

Remuneration details:

- A training allowance of £500 per month plus travel costs around London

More details: <http://www.placement-uk.com/ops/job.php?id=1489&job=Research-Analyst/Assistant>

MARKETING / SALES

Placement Opportunity

Reference:	AMD 1 - 289
Job Title:	Media Sales Executive
Company Description:	Broadcast Media Company
Location:	London
Stay duration:	6 months
Start Date:	As soon as possible

Job Description:

The successful intern's tasks will include:

- Research project related trends and topics and pitch projects to key decision makers within a range of leading consumer brands including health and beauty, entertainment and FMCG verticals.
- Will be able to seek and convert new business opportunities utilising their researched leads
- Will be required to communicate and liaise with prospects and clients by phone, working exclusively with some of most prestigious global brands.
- You will build strong consultative relationships with directors.
- Will need to be meet designated activity levels with regards to lead generation and number of calls

We are looking for candidates who will go beyond the job description, are results driven and make a real difference to the way things are done.

But more important than any qualification is your understanding of the media and how to sell the features and benefits of the product to a potential client. Get this right and the candidates career will take care of itself.

Essential requirements:

- Excellent level of English
- Experience in Sales or phoning
- Passion for the media
- Strong negotiator
- Personable character
- Confident communication and presenter
- Ambition and determination to succeed
- Hardworking and proactive approach to work
- Dedication and commitment to achieve results
- Team player
- Persuasive and articulate
- Excellent telephone manners

Desirable attributes:

- Both diligent and disciplined
- Positive/Energetic attitude
- Purposeful and focused
- Computer literate
- Enterprising and purposeful
- Ambitious, driven self starter

Company activity:

- The company is a Broadcast Media company. They deliver innovative broadcast solutions showcasing major brands at premier sporting, music and cultural events.
- The company helps major brands communicate their key messages to consumers worldwide, whilst outside of their familiar, safe surroundings; and provide them with an opportunity for consumers to experience their brand fully.

Location:

- The company is located in a major business district located in London, United Kingdom. A beautiful and modern part of London, this area includes exclusive shops and fine restaurants and bars. It is easily accessible via its vast transport connections to all parts of both Central London and Greater 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=1497&job=Media-Sales-Executive>

Placement Opportunity

Reference:	HOM 8 - 265
Job Title:	French-Speaking Export Marketing Assistant
Company Description:	Home furnishings manufacturer & importer
Location:	Tipton, West Midlands
Stay duration:	6 - 12 months
Start Date:	As soon as possible

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

Reference:	COA 1 - 276
Job Title:	Sales and Marketing Assistant
Company Description:	Software company
Location:	West Midlands
Stay duration:	6 – 12 months
Start Date:	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 growing the company. They specialise in web based applications, e-commerce, e-learning etc.

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.

- Hours of work will be Monday – Friday 08.30am to 17.30pm

Essential requirements:

- Native English
- Studying a relevant degree in sales or marketing or international business
- Very good telephone manner
- Understanding of social media such as Facebook, Twitter, Blogging
- Good computer skills in MS Office, Powerpoint, Facebook, Internet and SEO
- Should be familiar with e-marketing to be able to create and analyse new types of ads.
- Content writing skills

Desirable attributes:

- Knowledge of graphic design software to create fliers, newsletters etc
- German or French language skills

Company activity:

- Software company who specialises in web based applications, e-commerce, e-learning etc.

Location:

- West 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=1485&job=Sales-and-Marketing-Assistant>

Placement Opportunity

Reference:	YAN 21 - 268
Job Title:	Irish Marketing & Customer Service
Company Description:	Auction Website
Location:	West London
Stay duration:	6 to 12 months
Start Date:	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

Reference:	BYS 5 - 252
Job Title:	Sales & Marketing Assistant
Company Description:	Imaging Research
Location:	Wokingham - Berkshire
Stay duration:	6 months
Start Date:	As soon as possible

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

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

BUSINESS ADMINISTRATION / MANAGEMENT

Placement Opportunity

Reference:	OLL 10 - 281
Job Title:	Assistant Project Manager
Company Description:	Translation Company
Location:	Surrey
Stay duration:	3 - 6 months
Start Date:	As soon as possible

Job Description:

Linguistic jobs: proofreading, corrections, and amendments to multilingual

- Documents
- Assist with translation memory system
- Desktop publishing jobs and related tasks
- Smaller translation update jobs (source English) e.g. brochures
- Administration: general administration (answering phone calls, post, etc.)
- Ordering of postal deliveries
- maintenance of the translator and client database
- Filing of documents for the accounts
- Occasional assistance with accounting tasks
- Marketing: research of potential client contacts for the Business Development Manager
- Mailshooting, faxshooting
- Assistance in the creation of the layout and content for the website
- Assistance in the creation of a newsletter

Essential requirements:

- Fluent English written and spoken
- Fluent / native in another language
- Must have had experience in translation or a related degree
- Excellent communication skills
- Pleasant telephone manner
- Good working knowledge of MSOffice as well as general computer skills.
- Strong organisational and administrative skills as well as a good eye to detail
- Self motivated and enthusiastic to learn
- Ambitious with a " can do" attitude

Desirable attributes:

- Ability to work well as part of a small team.

Company activity:

- Small translation company providing specialist medical translations for companies.

Remuneration details:

- A training allowance of £400 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=1490&job=Assistant-Project-Manager>

ENGINEERING

Placement Opportunity

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