

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)

## BUSINESS ADMINISTRATION

### Placement Opportunity

<b>Reference:</b>	SPO 1 - 183
<b>Job Title:</b>	Business Analyst Intern
<b>Company Description:</b>	Games Developer
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	3 <sup>rd</sup> of March

#### Job description:

The Business Analyst role will look to deliver key business analysis and knowledge on projects that have been created by the company. The successful candidate will look to identify key competitors and establish what they must do in order to achieve a successful and targeted launch of a new project.

It is the responsibility of the individual to identify, articulate and deliver supporting documentation that can be used effectively in supporting the changes deemed necessary to the project. The ideal candidate must be technically competent and methodical in their process as identifying, replicating and reproducing bugs and issues in our mobile games will be part of this role.

Reporting to the Project Manager you will be responsible for:

- Play testing and analysis of competitors, strategies and technology
- Identifying industry/business/competitor risks and opportunities
- Identifying Industry Trends
- Reproducing and effectively reporting bugs
- Hours of Work are Monday – Friday. 09.30am – 17.00pm

#### Essential requirements:

- Fluent English written and spoken
- This placement requires an immediate start. Please only apply if you are available to start in the next three to four weeks
- Be able to commit to at least 6 months working in the London office
- A methodical and a patient approach to work
- High standard of analytical skills
- Research skills
- Excellent communication skills
- Knowledge of Microsoft Office or Google Docs
- Degree in Business, Business and Information Technology or equivalent

**Desirable attributes:**

- Interest in games and or sport
- Technically competent
- Previous experience in a similar role

**Company activity:**

- The company are a successful games developer / publisher with offices in central London (UK) and Sydney (Australia).
- They are a small but growing team and they're looking for the ideal candidate to help produce more great games.

**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=1398&job=Business-Analyst-Intern>

## Placement Opportunity

<b>Reference:</b>	OTF 2 - 98
<b>Job Title:</b>	French HR & Administration Assistant
<b>Company Description:</b>	Business Process Outsourcing
<b>Location:</b>	Berkshire
<b>Stay duration:</b>	6 -12 months
<b>Start Date:</b>	As soon as possible

### Job description:

This is a wide ranging, varied, complex and responsible position. It is ideal for an undergraduate looking for general experience in HR. The company provides clients with accounting and payroll services, HR, legal & financial services, and provides IT support. The company have recently set up a business in Morocco and the candidate needs to be fluent in French written and spoken.

### Essential requirements:

- Fluent English written and spoken
- Native French
- Excellent communication skills
- Hard working with can do attitude
- Willing to learn, must be organised, respect the importance of confidentiality, professional attitude
- Be able to work accurately, with good attention to detail
- Excellent computer skills, understanding of Microsoft Office, Sage (training will be given)
- Ability to multitask
- Must be compassionate and approachable

### Desirable attributes:

- Previous experience or knowledge on Human Resources would be an advantage
- Previous experience in a office environment would be an advantage

### Remuneration details:

- £800 per month

More details: <http://www.placement-uk.com/ops/job.php?id=1330&job=French-HR-&-Administration-Assistant>

## Placement Opportunity

<b>Reference:</b>	ORT 1 - 168
<b>Job Title:</b>	Project Administrator
<b>Company Description:</b>	Dental Practice
<b>Location:</b>	Sussex
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job description:

- Observation with the manager to understand the key areas of the business and the changes required- Score keeping Engagement, HR, Delivery, Compliance, financial control
- Help the manager to design systems and create an implementation plan. Exploring options presentation to the manager for decisions and then creating Gantt charts Also to start to carry out some basic essential operational administrative tasks
- Help the manager implement the plan. Coordinating managers diary for meetings. Setting up staff meetings and taking minutes. Writing protocols and procedures and responsibilities. Contacting contractors and coordinating work. Implementing information systems.

### Essential requirements:

- Studying a related degree
- Fluent English language skills both spoken and written
- Quick understanding of processes
- Able to understand complex information and present key facts and prioritise
- Creative, problem solving especially with keeping cost down
- Good empathy and communication skills
- Able to create Gantt charts
- Good level of personal drive to complete tasks thoroughly
- Previous experience in business administration, marketing and sales

### Desirable attributes:

- Experience in a similar role preferred

### Remuneration details:

- £650 per month

More details: <http://www.placement-uk.com/ops/job.php?id=1391&job=Project-Administrator>

## Placement Opportunity

<b>Reference:</b>	RFC 2 -177
<b>Job Title:</b>	Trainee Administrative Assistant
<b>Company Description:</b>	Retail & Distribution Company
<b>Location:</b>	Worcestershire
<b>Stay duration:</b>	6 months or longer
<b>Start Date:</b>	As soon as possible

### Job Description:

This is an opportunity to gain excellent experience within an expanding retail and distribution company.

The successful candidate will be responsible for the general admin and warehouse duties.

This is an exciting, challenging opportunity for a candidate who is dynamic, energetic and has the ability to work autonomously.

Key responsibilities will include:

- Order processing
- Customer service / dealing with customers
- General office administration tasks as required
- Keeping stock control systems updated
- Producing regular reports and statistics on a weekly and monthly basis
- Monitoring the Inventory
- Other duties related to warehouse management

### Essential requirements:

- Excellent English written and spoken
- This placement requires an immediate start. Please only apply if you are available to start in the next three to four weeks
- Excellent communication skills with pleasant telephone manner
- Excellent organisational skills and attention to detail
- Self motivated and enthusiastic to learn
- Ambitious with a with a can do attitude, willing to be pro-active
- The ability to meet deadlines and work under pressure
- Proficiency in MS Word, Excel and Outlook
- Good knowledge of e-commerce
- Ability to juggle multiple tasks
- Strong organisational skills

**Desirable attributes:**

- Experience in business administration would be useful
- Marketing skills would be an advantage
- Languages Polish, German, Italian, Spanish or Swedish would be a bonus

**Company activity:**

- The company deals with selling household goods in the UK, Holland, Spain and Germany
- The majority of sales are derived from e-commerce
- The company pride themselves on their record of reliability and over 30 yrs of Business

**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=1395&job=Trainee-Administrative-Assistant>

## Placement Opportunity

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

### Job Description:

This exciting and unique new role has arisen working within the entertainments industry.

The company are looking for an outgoing individual keen to get into events management. They are a busy outdoor activities provider who have just moved into larger offices. They need to expand the team who take bookings and develop new areas of income. You will be accurately creating individual events, taking bookings for events and developing new target markets.

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

### Essential requirements:

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

### Desirable attributes:

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

### Company activity:

- Entertainments and Events provider

### Remuneration details:

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

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

## Placement Opportunity

<b>Reference:</b>	PUR 2 - 173
<b>Job Title:</b>	Italian Speaking Export Assistant
<b>Company Description:</b>	Manufacturers
<b>Location:</b>	London
<b>Stay duration:</b>	6 to 12 months
<b>Start Date:</b>	As soon as possible

### Job description:

An exciting new placement has arisen for an export assistant. The company are a well established manufacturing company.

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

Marketing, database management and joint sales calls.

Hours of work will be from Monday to Friday from 09:00am to 17:00pm

### Essential requirements:

- Excellent written and spoken English
- Native Italian written and spoken
- 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

### Company Details:

- The Company develops products that create objects of fixed cross-sectional profiles and they also have a manufacturing process by which hollow plastic parts are formed.

### Remuneration details:

- A training allowance of £685 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=1393&job=Italian-Speaking-Export-Assistant>



## Placement Opportunity

<b>Reference:</b>	VVY 1 - 157
<b>Job Title:</b>	Buyer
<b>Company Description:</b>	E-commerce company
<b>Location:</b>	London
<b>Stay duration:</b>	3 - 6 months
<b>Start Date:</b>	As soon as possible

### Job description:

Buyer Interns will gain hands on experience, spending 5 days a week learning from a dedicated buying team 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
- Possibility of full time employment at the end of the successful internship

### Essential requirements:

- Fluent English written and spoken
- Studying a relevant degree
- Experience or education in e-commerce retail
- Enthusiasm and knowledge for latest trends
- Excellent verbal and written communication skills
- Good research and internet skills
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Creativity and ability to work on own initiative and to meet deadlines and targets

### Desirable attributes:

- Ability to work well as part of a small team

### 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=1384&job=Buyer>

**MARKETING / SALES**

**Placement Opportunity**

<b>Reference:</b>	NCY 1 - 175
<b>Job Title:</b>	Social Media Insights and Research Executive
<b>Company Description:</b>	Marketing Agency
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

**Job Description:**

A placement in a small, fast moving team working on brand social media insights and analysis. Open plan office in the heart of London. You will be a part of a small team so be able to be involved with brain storms and creative ideas. The placement student will be working on projects for key clients helping to deliver social media insights and research. Working in a small team you will be responsible for:

- Social media research for brands – identify where a brand is mentioned on social media, understand the context, the audience and categorise mentions
- Apply this information for reports and presentations
- Conduct research of trends in social media and for pitch presentations
- Help to support editorial development plans and potentially support community management programmes

**Essential requirements:**

- Completely fluent English skills both written and spoken
- This placement requires an immediate start. Please only apply if you are available to start in the next three to four weeks
- You will have strong analytical skills and you will have to be able to work in a small team
- You will be working towards a 2:1 degree or higher or Masters (equivalent European qualification) from a leading university
- Excellent Excel and PowerPoint required and strong research skills
- A passion for what social media is for brands and what it can be
- You will be bright, highly organised, a quick learner and self-motivated
- Research or analysis experience required

**Desirable attributes:**

- Previous experience would be useful
- A European language is desirable

**Remuneration details:**

- £700 plus travel expenses to and from work (within zone 1 – 5 in London)

More details: <http://www.placement-uk.com/ops/job.php?id=1394&job=Social-Media-Insights-and-Research-Executive>

## Placement Opportunity

<b>Reference:</b>	BNM 1 - 147
<b>Job Title:</b>	Sales & Marketing Manager
<b>Company Description:</b>	Promotional Product Supplier
<b>Location:</b>	West Midlands
<b>Stay duration:</b>	6 months or longer
<b>Start Date:</b>	As soon as possible

### Job Description:

Researching and implementing an in depth Sales and Marketing strategy for the company.

Using the full spectrum of Social Media and Sales and Marketing techniques to increase the awareness of the company and achieve an acceptable level of sustainable ongoing actual orders for the company. Actual Results with orders must be achieved for the company in this Exciting Industry.

The Candidate will be an important part of the organization as being a start up company with new expensive machinery in place to for fill large volumes of orders with the intension of becoming a market leading company in this personalization and customization of clothing, uniforms and promotional product supplier to a varied and vast range of individuals and organizations in the UK. This position would suit an individual who likes a challenge with a proactive "Can Do" attitude and does not like to fail!!

### Essential requirements:

- Excellent English - written & spoken
- This placement requires an immediate start. Please only apply if you are available to start in the next three to four weeks
- Excellent IT skills, MS Office, Adobe Photoshop
- Sales and Marketing knowledge to move the company forward in exponential growth
- Studying a relevant degree
- Highly motivated and driven

### Desirable attributes:

- Previous Sales and Marketing related experience

### Company activity:

- We are a start up company with BIG Ambitions to becoming a major player in the Customisation, Personalisation of clothing, uniforms and promotional products using embroidery and printing with the intention of supplying a vast market. The market consists of Schools, Colleges, Universities, Organisations, Clubs, Pubs, Teams, SME's, Corporations etc.

### Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1375&job=Sales-&Marketing-Manager>

## Placement Opportunity

<b>Reference:</b>	PUK 25 - 164
<b>Job Title:</b>	Marketing & Sales Assistant
<b>Company Description:</b>	European student placement organisation
<b>Location:</b>	Kenilworth, Warwickshire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	1 <sup>st</sup> April 2014

### Job Description:

- Marketing and E-marketing: making proposals and executing targeted e-mail marketing campaigns to students, universities and clients (using GroupMail Pro and MailChimp)
- Identify and implement ways in developing our presence with social media such as Facebook, Twitter, LinkedIn
- Preparing and sending out weekly student newsletter, weekly university newsletter and bi-monthly marketing campaigns
- Contacting clients to offer information about our services
- Researching new business opportunities using a variety of different resources available to us and schedule tasks for senior account manager and sales manager to follow up
- Plan and implement with the senior management and directors a schedule of marketing activity to be carried out during the placement, present this to the whole team
- Carrying out student searches for specific roles advertised
- Responsibility for updating and managing the University database

### Essential requirements:

- Excellent written and spoken English
- Fluent in second European language
- Ideally studying for a Masters or Undergraduate degree in Marketing or Business Administration with a specialisation in Marketing
- Good understanding of Social media, SEO, Google, Facebook etc
- Strong Marketing skills – familiar with research techniques
- Confident telephone manner
- Ability to communicate with accuracy and clarity in both verbal and written communications
- Good understanding of MS Office, Excel, Internet etc is very important

### Desirable attributes:

- Preferably some experience in a marketing and/or administration environment
- Previous experience in sales/ customer service
- Previous experience in a commercial office/business environment would be an advantage

### Remuneration details:

- The successful candidate will receive a cash allowance of £700 (GBP) per month.
- The successful candidate will be provided with accommodation in Kenilworth. This is at a locally competitive rate of between £300 and £350 per month plus share of bills. The flat will be shared with up to 3 other international placement students and is very close to your place of work. This will be compulsory.

More details: <http://www.placement-uk.com/ops/job.php?id=1326&job=Marketing-&-Sales-Assistant>

## Placement Opportunity

<b>Reference:</b>	ABS 51 - 165
<b>Job Title:</b>	Marketing & Sales Administration Manager
<b>Company Description:</b>	Specialist Sales Recruitment Services, including Magazine, Web Site & Consultancy
<b>Location:</b>	Kenilworth, Warwickshire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	1 <sup>st</sup> April 2014

### Job Description:

- Sales, marketing and office administration management
- Responsibility for putting our monthly member's digital magazine together - you will do everything after the advertising deals have been closed; invoicing, preparation of order confirmation paperwork, chasing payments, advert contents and confirmations from clients, working with graphic designer, proofing adverts to clients for approval, sending amendments and the final advert back and forth, page and layout planning, credit control, proofing and approval of design, etc.
- Updating of web site advertising area: uploading and removing adverts, advising clients etc.
- Marketing and E-marketing: overseeing and executing targeted e-mail marketing campaigns to members and clients (using GroupMail Pro), finding new prospects etc.
- Databasing of all new enquiries and setting of sales activities (via Act!)
- Payment processing and bank reconciliations
- You will also receive training and further your skills in contemporary office software (Act!, Sage accounting, MS Office, Adobe Photoshop, MailChimp)

### Essential requirements:

- Excellent written and spoken English
- Excellent attention to detail
- Confident telephone manner
- Ability to work professionally, quickly and accurately whilst under pressure
- Ability to communicate with accuracy and clarity in both verbal and written communications
- Strong IT skills, MS Office etc.
- Must be eligible for the Erasmus scheme

### Desirable attributes:

- Preferably some work experience abroad
- Preferably some experience in administration and a marketing or sales environment

### Company activity:

- The Company helps business mainly from the UK, but also from all over the world, to locate and recruit sales agents

### Remuneration details:

- The successful candidate will receive a cash allowance of £700 (GBP) per month. The successful candidate will be provided with accommodation in Kenilworth. This is at a locally competitive rate of between £300 and £350 per month plus share of bills. This will be compulsory.

More details: <http://www.placement-uk.com/ops/job.php?id=1254&job=Marketing-&Sales-Administration-Manager>

## Placement Opportunity

<b>Reference:</b>	EEG 1 - 96
<b>Job Title:</b>	Marketing Assistant
<b>Company Description:</b>	Lamp and Light Fitting Supplier
<b>Location:</b>	Glasgow
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job Description:

- manage and coordinate all marketing, advertising and promotional activities
- conduct market research to determine market requirements for existing and future products
- analysis of customer research, current market conditions and competitor information
- develop and implement marketing plans and projects for new and existing products
- expand and develop marketing platforms
- manage the productivity of the marketing plans and projects
- monitor, review and report on all marketing activity and results
- determine and manage the marketing budget
- deliver marketing activity within agreed budget
- report on return on investment and key performance metrics
- develop pricing strategy

### Essential requirements:

- Native or near-native level in English
- MS word, Excel, Power Point
- Excellent written and verbal communication skills
- Formal presentation skills

### Desirable attributes:

- Problem analysis and problem solving
- Strategic thinking
- Adaptability
- Creativity
- Organization and planning
- Any business and market-related experience is preferred.

### Company activity:

- We are a lamp and light fitting supplier in UK
- We are on a B2B business model to supply Electrical wholesalers across the country
- Now we are developing our Ecommerce site, hence the position will involve in online marketing strategy development as well.

### Remuneration details:

- 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=1329&job=Marketing-Assistant>

IT

**Placement Opportunity**

<b>Reference:</b>	LAM 2 -179
<b>Job Title:</b>	Web Developer
<b>Company Description:</b>	Events/Entertainments Industry
<b>Location:</b>	Edinburgh
<b>Stay duration:</b>	12 months
<b>Start Date:</b>	As soon as possible

**Job Description:**

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

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

**Essential requirements:**

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

**Desirable attributes:**

- Good communicative skills to use with staff customers and suppliers
- Knowledge of e-commerce

**Company activity:**

- Entertainments and Events provider

**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=1397&job=Web-Developer>

## Placement Opportunity

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

### Job description:

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

### Essential requirements:

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

### Desirable attributes:

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

### Company activity:

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

### Remuneration details:

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

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



## Placement Opportunity

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

### Job Description:

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

Such as:

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

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

### Essential requirements:

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

### Desirable attributes:

- XML/SOAP
- SASS

### Company activity:

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

### Remuneration details:

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

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

HR/RECRUITMENT

**Placement Opportunity**

<b>Reference:</b>	SMR 1 - 152
<b>Job Title:</b>	Trainee Recruitment Consultant
<b>Company Description:</b>	Pre-Employment Background Checking Services
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

**Job Description:**

This role is working for a small but successful recruitment consultancy and they are looking for someone who is willing to work in a pressurised and target driven environment. Should be willing to work and grow with the company, as we are a small company there is tremendous opportunity for growth and a full time career path for the right candidate.

Tasks include:

- Cold calling
- Headhunting
- Generating new leads and developing existing client accounts
- Building and retaining your clients in order to gain a better understanding of their recruitment
- Following up with clients and candidates on a regular basis
- Taking job briefs, meeting clients and candidates
- Short listing candidates and creating impressive candidate profiles for clients.
- Setting up and preparing candidates for interviews
- Negotiating offers
- Closing deals

**Essential requirements:**

- Native level written and spoken English
- Previous telesales / face to face sales experience
- Previous customer service experience
- Target driven and money motivated
- Willing to work long hours
- Organised, persistent and determined
- Clear communicator
- Self starter
- Charming and dynamic personality

**Desirable attributes:**

- Charity fundraising experience
- Previous IT sales experience

**Company activity:**

- Recruitment Consultancy

**Remuneration details:**

- Small Office based near the bustling and epic Olympic stadium in Stratford London

More details: <http://www.placement-uk.com/ops/job.php?id=1379&job=Trainee-Recruitment-Consultant>

**ENGINEERING**

**Placement Opportunity**

<b>Reference:</b>	BYS 2 - 26
<b>Job Title:</b>	Laboratory Assistant
<b>Company Description:</b>	Imaging research
<b>Location:</b>	Wokingham, Berkshire
<b>Stay duration:</b>	3 – 6 months
<b>Start Date:</b>	As soon as possible

**Job Description:**

This is an interesting placement to gain practical as well as theoretical knowledge within a well respected industry leader.

**Key responsibilities:**

- Assist with the testing of digital imaging equipment
- Testing equipment for faults and recording the results
- Providing analysis on the results presented
- 37 hours of work Monday – Friday

**Essential requirements:**

- Good level of written and spoken English
- Studying for a relevant Masters or Degree
- Excellent attention to detail
- Ability to identify all colours within the spectrum
- Good computer skills, good recording skills and inquisitive mind
- Ability to carry out analysis to a detailed level

**Desirable attributes:**

- Ability to speak French and /or German would be very useful
- Previous experience in a similar environment would be useful
- Technically minded

**Company activity:**

- The Company has been around for almost half a century and during that time they have gone from strength to strength, evolving their business. This is a well establish company with offices based all over the world.
- The Company is the go-to company when it comes to autonomous testing reports for imaging products. They will not only extensively test the equipment but also provide information in regards to their market position.

**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=1231&job=Laboratory-Assistant>