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## MARKETING / SALES

### Placement Opportunity

<b>Reference:</b>	CSM 4 – 308
<b>Job Title:</b>	Central Data Management Assistant
<b>Company Description:</b>	Marketing and Distribution Company
<b>Location:</b>	Middlesex
<b>Stay duration:</b>	6 - 12 months
<b>Start Date:</b>	As soon as possible

#### Job Description:

This is an exciting role working for a Marketing Agency. They are recruiting a new team member in order to continue delivering excellence and expertise in a number of central data activities. Data underpins all the companies services, from copy management to sales performance reporting, and as such it is critical that the information we receive, store and use is maintained to the highest possible standards

The Central Data Management Support is an important member of the team with involvement in key information management processes including;

- Title and Issue information maintenance
- Communication of information
- Retailer database maintenance
- Retail range implementation
- Reporting and administrative support

#### Essential requirements:

- Very good English – written & spoken
- Studying a relevant degree
- Experience of working with data in a marketing or research area.
- Data interpretation
- quick learner
- ability to follow administrative processes with meticulous attention to detail
- logical thinking
- an ability to work effectively under their own initiative
- good communication skills are also beneficial to the role
- Experience of Microsoft Office particularly Excel is essential
- Accuracy, attention to detail
- Excellent written and verbal communication
- Team player
- Good people skills
- Capable of independent learning /development after initial training
- Good deadline management

**Desirable attributes:**

- Knowledge of SAP or any similar reporting tools
- Confident
- Proactive approach to problem solving
- Ability to prioritise workload

**Company activity:**

- They are a top marketing and distribution company.

**Location:**

- Middlesex (Near 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=1515&job=Central-Data-Management-Assistant->

## Placement Opportunity

<b>Reference:</b>	CSM 5 - 310
<b>Job Title:</b>	Circulation Executive
<b>Company Description:</b>	Marketing and Distribution Company
<b>Location:</b>	Middlesex
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job Description:

This is an exciting opportunity to join a highly successful Marketing and Distribution Company based near London.

The new role of Circulation Executive has been created to enable the transition of these important activities to the Wholesale team.

The coordination and communication of client circulation objectives to the worldwide marketplace is a crucial part of the companies service offer. The Circulation Executive will ensure that weekly cycles are briefed; export agent responses are gathered and fed back to the Export sales team.

The successful applicant will need to demonstrate a high level of competency in the following key areas:

- Highly organised with the ability to work independently or under guidance in a pressured environment
- Attention to detail
- Analytical skills
- Strong verbal and written communication skills
- Use initiative and take responsibility for tasks
- Ability to work as part of a team

### Essential requirements:

- Very good English – written & spoken
- Studying a relevant degree
- Experience of working within an office environment
- quick learner
- ability to follow administrative processes with meticulous attention to detail
- logical thinking
- an ability to work effectively under their own initiative
- good communication skills are also beneficial to the role
- Experience of Microsoft Office particularly Excel is essential
- Accuracy, attention to detail
- Excellent written and verbal communication
- Team player
- Good people skills
- Capable of independent learning /development after initial training
- Good deadline management

### Desirable attributes:

- Confident

- Proactive approach to problem solving
- Ability to prioritise workload

**Company activity:**

- They are a top marketing and distribution company.

**Location:**

- Middlesex (Near 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=1517&job=Circulation-Executive>

## Placement Opportunity

<b>Reference:</b>	EBE 1 - 309
<b>Job Title:</b>	Marketing and Business Development Intern
<b>Company Description:</b>	Healthcare provider
<b>Location:</b>	West Bromwich
<b>Stay duration:</b>	12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

Key responsibilities will include:

- Development of the Enable UK website
- SEO
- Social and Media Presence
- Design and Development of Marketing Material
- Market and sector research
- Promoting company products and services

Hours of work: 9 am to 5 pm.

### Essential requirements:

- Fluent in English
- Knowledge of IT and Web/Media related technologies
- Marketing and Sales knowledge
- Knowledge of social media tools such as Facebook, Twitter, etc
- Relationship building skills

### Desirable attributes:

- Marketing, sales or media related experience would be very useful

### Company activity:

- The company is a national healthcare provider, providing community based rehabilitation services for adults diagnosed with Learning Disabilities, Autism and or Mental Health. Working with various local authorities across the UK they are an expanding organisation.

### Location:

- West Bromwich

### 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=1516&job=Marketing-and-Business-Development-Intern>

## Placement Opportunity

<b>Reference:</b>	STP 1 - 307
<b>Job Title:</b>	Marketing Consultant
<b>Company Description:</b>	Estate Agency
<b>Location:</b>	London
<b>Stay duration:</b>	12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

This job basically gives an opportunity for a young and hungry student to showcase their work in an environment where they will be encouraged to implement new ideas.

- Help set up Marketing strategy
- Integrate and implement social media marketing
- Liaise with web developers on New company website
- Implement modern ideas to improve business and communication

### Essential requirements:

- Marketing Background &/OR Experience
- Social media skills and knowledge
- Website design knowledge

### Desirable attributes:

- Good spoken & written English

### Company activity:

- The company is a family owned and run Estate Agency with 2 offices in London.
- It has currently with 15 employees and is growing rapidly.

### Remuneration details:

- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs.
- Company car (if driving licence held for 2 years+)

More details: <http://www.placement-uk.com/ops/job.php?id=1514&job=Marketing-Consultant>

## Placement Opportunity

<b>Reference:</b>	BPS 7 - 306
<b>Job Title:</b>	Digital Marketing & PR Assistant
<b>Company Description:</b>	Furniture retailer
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	January 2015

### Job Description:

- This is an opportunity to gain excellent experience within an expanding furniture supplier working in a small but comfortable IT and web development office with two other colleagues.

### Key responsibilities:

Work with the Digital Marketing Manager to improve the website's organic rankings. The role will cover all areas of online marketing including but not limited to:

- Creation of website content
- Originate ideas for Linkbait, Infographics, blog campaigns and other advanced link building methods
- Research and analyse competitors website content creation and promotion strategies
- Promotion of website content
- Email outreach to journalists, bloggers and webmasters
- Social media marketing – developing and maintaining relationships with influential bloggers and journalists through multiple social channels
- Contact directories to establish links to company website
- PR & management of companies social media accounts

### Essential requirements:

- Excellent English, written and spoken
- Pursuing a degree in marketing or social/digital media or equivalent
- Creative flair and enthusiasm for new ideas and concepts
- A good understanding of all the major social network sites
- Passion for all things digital and ability to constantly keep up to date with emerging trends and strategies
- Excellent quantitative, organisational and prioritisation skills

### Desirable attributes:

- HTML, CCS or PHP knowledge
- Similar experience gained in another organisation

### Location:

- North 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=1513&job=Digital-Marketing-&-PR-Assistant>

## Placement Opportunity

<b>Reference:</b>	CLB 9 - 305
<b>Job Title:</b>	Sales Executive
<b>Company Description:</b>	Online Accounting
<b>Location:</b>	London
<b>Stay duration:</b>	6 – 12 months
<b>Start Date:</b>	As soon as possible

### Job Description:

This is an exciting and fast paced role for a successful accounting business. The role will be to support and promote the company's various services by generating warm leads to promote the business and creating new sales campaigns to target the accounting community. You will have the ability to build relationships quickly and easily whilst maintaining a sales CRM system to ensure customer data is intact. It is important to be the voice of the company being professional and friendly and to quickly qualify if a lead is warm or not.

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.



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**Location:**

- They are based in Central London. The company is located close by to numerous restaurants, that the team get to treat 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=1512&job=Sales-Executive->

## Placement Opportunity

<b>Reference:</b>	LAL 1 - 304
<b>Job Title:</b>	Sales and Marketing Executive
<b>Company Description:</b>	Luxury Fashion Brand
<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 unique role working for a top name in luxury fashion. The role will be to assist the Sales and Marketing Manager in all areas of Sales and Marketing

Key responsibilities will include:

#### MARKETING & PR

- Assisting Sales and Marketing Officer with all functions of the UK Marketing strategy
- Working closely with PR agency coordinating daily sample requests and pulls from store. Assuring logistic processes are followed.
- Assisting in the planning of yearly/seasonal marketing calendars for all retail locations
- Researching into all aspects of the Marketing Mix
- advertising, events, collaborative opportunities and retail theatrics.
- Support with developing strategic communication calendar for all retail locations, key focus on Outlet business communication
- working with Italy HQ for development of all print and online collateral.
- Assisting with all retail and marketing events, store activity, collaborative projects, forthcoming store launches etc.
- Key player in the planning and production for events from initial research, model casting, show styling.

#### SALES

- Assisting Sales and Marketing Officer with vital preparation ahead of and during seasonal sales campaigns
- Support and researching for business development and competitor analysis within the UK Wholesale market.
- Responsible for managing and preparing Sales showroom at all times, very vital during campaign season assuring collections are perfectly presented.
- Coordinating sample couriering and tracking across Europe during campaign season.
- Preparing all seasonal print collateral for meetings
- Managing appointment requirements; casting and styling models, catering and dressing

### Essential requirements:

- Native English
- Studying a relevant degree in Business and Fashion
- Very good telephone manner
- Confident manner and ability to present ideas to the team
- Sales and Marketing knowledge
- 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 is a well know luxury fashion brand

**Location:**

- London

**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=1511&job=Sales-and-Marketing-Executive>

## Placement Opportunity

<b>Reference:</b>	CLB 8 - 302
<b>Job Title:</b>	Customer Support Agent
<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. 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:

- 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=1509&job=Customer-Support-Agent>

## Placement Opportunity

<b>Reference:</b>	BGR 3 - 294
<b>Job Title:</b>	CRM Assistant
<b>Company Description:</b>	Online / Mobile Marketing Agency
<b>Location:</b>	London
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job Description:

This is a fantastic opportunity to join a team based in a vibrant area of London, to work on a project around CRM - combining and analyzing internal and external CRM data and information to help shape the CRM decision making process. You will be in a hard-working but informal environment. Everyone socializes together and additional benefits include the occasional Prosecco Friday!

### Key responsibilities will include:

- Analysis of customer care data, complaints and regulatory inquiries in order to provide CRM and ADV improvement suggestions (customer touch points analysis)
- Monitoring our competitors in terms of price positioning, level of compliance and advertising approach, plus regulatory news and best/bad practice (opportunity and risk analysis)
- Monitoring market trends and solutions to improve digital CRM (solution and campaign analysis)
- Combine all information into a brief and informative weekly communication for managers and a monthly presentation to share with the entire region (sharing and planning)

### Essential requirements:

- Studying a relevant degree or masters
- Excellent level of English both spoken and written
- Analytical mind set
- Great communication skills
- Advanced MS Excel & Powerpoint

### Desirable attributes:

- Experience working with large amounts of data
- Experience in a customer care setting
- Spanish, German or Italian would be a bonus

### Location:

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

### Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1502&job=CRM-Assistant>

## Placement Opportunity

<b>Reference:</b>	CCP 2 – 291
<b>Job Title:</b>	International Customer Services Assistant
<b>Company Description:</b>	Customer Service and Telesales Executive
<b>Location:</b>	Durham
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	November 2014

### Job Description:

We are looking for a candidate of Danish / Belgium / Swedish / Norwegian / Dutch nationality.

### Key responsibilities will include:

- Project manage customer database of more than 1,000 customers and potential customers (maintain, enter and most importantly analyse data)
- Creating Marketing ideas and determine requirements by working with customers (retail).
- Take customer orders by obtaining and verifying information
- Provide product/service information by answering questions; 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
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities;
- Answers enquiries by clarifying desired information; locating, and providing information utilizing in house systems.
- Fulfills requests by clarifying desired information; completing transactions; forwarding requests.
- Sells additional services by recognising opportunities to up-sell accounts; explaining new features.
- Enhances organisation reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

### Essential requirements:

- Native level of German / French / Danish / Swedish / Norwegian / Italian
- Excellent level of English only
- Computer literacy (MS Office and fully proficient in Excel)
- Customer-focus and customer service skills
- Data entry skills
- Good verbal communication and good phone manners
- Building relationship easily – people skills

### Desirable attributes:

- Previous experience in an international office environment
- Problem-solving
- Multi-tasking
- Sales experience
- Net suit

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**Company activity:**

- We are a dynamic and entrepreneurial distributor of category leading innovative dog brands for adventure, travel, play and walk.
- The Accapi Group represents 25 countries in Europe and we are passionate in our brands and providing excellent customer service, support and building strong trading relationships.
- Our category leading brands Ruffwear offer performance dog gear to enhance and inspire the outdoors, Kurgo offers award winning pet travel products, Planet Dog makers of “the best dog ball in the world” and DOOG make dog walking easier with fully equipped walking belts...

**Location:**

- Our office is based in County Durham, near Newcastle-upon-Tyne (North East of England).

**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=1499&job=International-Customer-Services-Assistant>

## Placement Opportunity

<b>Reference:</b>	LAF 1 - 278
<b>Job Title:</b>	Project Co-Ordinator
<b>Company Description:</b>	Specialist Recruitment
<b>Location:</b>	Leicestershire
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	As soon as possible

### Job Description:

Reporting directly to the Sales & Marketing Manager, the candidate will be looking after a small number of their own clients as well as helping assist when duties are required on a number of large scale clients. Daily calls are placed to new clients looking to fill roles and placements in the UK and rest of the world. Going through a number of avenues such as **Linked In, Oil & Gas Job Search & the companies' database** will ensure the candidate has enough scope to find suitable engineers to fill the vacancies. The main task will be to place existing vacancies as well as look for further opportunities with existing clients forging solid relationships with them. Travel arrangements, visa arrangements, PPE (Safety attire) will all be something the ideal candidate will help with. This is not recruitment in its pure form, but a project management position whereby the nature is to assist large scale oil and gas conglomerates in finding teams of inspectors and engineers on a large scale basis to fulfil major pipeline projects on and offshore.

### Admin Duties

- Adding new engineer CV's to the database and updating information for existing engineers
- Reformatting CV's and checking every one is to the required standard
- Updating forecast spreadsheets when new clients start work

### Role Vision

To ensure that the company continues to be at the forefront of recruitment for the oil and gas industry and that commercial objectives are achieved by the execution of high level management and leadership.

### Role Purpose

- To contribute to the sales and marketing of the company services
- To achieve the financial and operational objectives of the business

### Performance Standards

- Meeting agreed targets for sales and profitability.
- Development of client relationships to achieve full utilisation of the company services.
- Research into new projects and markets
- Work with operations team to ensure selection and proposal of candidates meets with project briefing.

### Operational Performance

- Management of company's systems and procedures to ensure all enquiries are effectively managed.
- Respond within agreed period to client's requirements.
- Follow up on successful contracts to ensure project requirements are met.



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**Key Responsibilities:**

- New sales / existing placements
- Client Relationships
- Operational Performance
- Sales & Marketing
- Strategic Development
- Working environment

**Essential requirements:**

- Results Focussed with Multi-Functional Responsibilities
- Excellent Inter-Personal and Communication Skills
- Highly Developed Financial Management Skills
- Customer Driven with a Passion for Service
- Innovative
- Excel / formula savvy

**Desirable attributes:**

- Ability to speak another European language
- Previous office based experience

**Location:**

- Leicestershire

**Remuneration details:**

- A training allowance of circa £750 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1487&job=Project-Co-Ordinator>

## 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 - 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>

## IT

### Placement Opportunity

<b>Reference:</b>	DEL 1 - 301
<b>Job Title:</b>	Software Developer
<b>Company Description:</b>	Accountants
<b>Location:</b>	Manchester
<b>Stay duration:</b>	3 months
<b>Start Date:</b>	November 2014

#### Job Description:

This is an important role working for a successful Chartered accountants based in Manchester in the North of England. They have created processes to standardise many of the activities in their business. They now want to create software which will enable them to view progress on each project. The successful candidate will possess an excellent knowledge of Microsoft Access.

Hours of work will be Monday – Friday 09.00am to 17.00pm

#### Essential requirements:

- Fluent English speaker
- Studying a relevant IT degree
- Software development experience
- Very high level of knowledge in Microsoft Access
- Working knowledge/ability to use Sharepoint

#### Desirable attributes:

- Project Management knowledge (as the position involves developing project management software) and business process re-engineering

#### Company activity:

- The company are a firm of chartered accountants who have developed processes which now need to be built into a software version.

#### Location:

- Manchester – North of England

#### 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=1508&job=Software-Developer>

## HUMAN RESOURCES/ RECRUITMENT

### Placement Opportunity

<b>Reference:</b>	ROC 20 - 269
<b>Job Title:</b>	HR Assistant
<b>Company Description:</b>	Pre-Employment Background Checking Services
<b>Location:</b>	Hampshire
<b>Stay duration:</b>	6 – 12 months
<b>Start Date:</b>	October 2014 or January 2015

#### 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

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.

### 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.

### 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>

## BUSINESS ADMINISTRATION / MANAGEMENT

### Placement Opportunity

<b>Reference:</b>	CLD 9 - 298
<b>Job Title:</b>	German Speaking Business Administration Assistant
<b>Company Description:</b>	Au Pair Agency
<b>Location:</b>	London
<b>Stay duration:</b>	12 months
<b>Start Date:</b>	December 2014 / January 2015

#### Job Description:

This is a great opportunity to work in a small business with a young and vibrant team. You will be working in the company during their busiest season. Your language skills will be useful as many of the au pair applicants originate from Germany and the new EU countries. Responsibilities and tasks will include:

- Handling enquiries by mail, email and telephone
- Updating and maintaining company records
- Liaising with clients – handling queries etc.
- Liaising with au pairs & host families
- General administrative duties in support of the Office Manager as required
- Working in a pleasant office environment
- Working hours are Monday to Friday 9.30 to am - 5.00 pm

#### Essential requirements:

- Native German speaker
- Good/Fluent English
- Good communication skills
- Good telephone manner and ability to talk to both au pairs & host families
- Computer literate – MS Office
- Good keyboard skills
- Friendly, enthusiastic & a good sense of humour.
- Ability to multitask
- Non smoker

#### Desirable attributes:

- Other foreign language skills would be helpful
- Ability to work as part of a team
- Able to work efficiently
- Previous office experience helpful

#### Company activity:

- This company is an employment agency specialising in inbound au pair programmes to the UK.
- In addition, they run programmes abroad to the USA, Australia & Europe.
- They have small, young and friendly team of about 5 employees and the work environment is office-based

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#### Location:

- Offices are based in North West London, in residential suburbs.
- Train and tube stations are nearby
- All the usual facilities as you would expect from a capital city.

#### Remuneration details:

- A training allowance of £600 per month will be provided to assist with accommodation and subsistence costs.
- NB: This remuneration package is not negotiable under ANY circumstances. Any attempt by any applicant to re-negotiate remuneration will result in immediate and permanent withdrawal of our services.

#### How to apply?

- Go to our website [www.placement-uk.com](http://www.placement-uk.com), 'Student' area. Click on the 'Opportunities' link.
- Browse our offers by your desired criteria and apply to it by clicking on the 'apply' button. You will be required first to login with your details or to create a new account.
- Important: Please note that unless you have a valid EU passport, an EEA passport or a valid UK visa, we are unable to place you. Important:
- Please be aware that if you are selected, you will be required to provide the company with a placement agreement from your academic organisation.
- For any enquiries, send an email via the '[contact us](#)' tab.

More details: <http://www.placement-uk.com/ops/job.php?id=1505&job=German-Speaking-Business-Administration-Assistant>

## Placement Opportunity

<b>Reference:</b>	EGR 1 - 290
<b>Job Title:</b>	Data Analyst
<b>Company Description:</b>	Utilities
<b>Location:</b>	Sussex
<b>Stay duration:</b>	6 months
<b>Start Date:</b>	November 2014

### Job Description:

This company is a UK market leader in the fields of energy, water and carbon management consultancy services. Their industry knowledge and experience spans over twenty five years and we enjoy long term relationships with our customers.

### The Role

You will report to the Operations Director. To maintain all client data and ensure that the companies systems are up to date and accurate at all times.

You will be responsible for maintaining and providing standard reports for allocated client's portfolio

### Primary Responsibilities

- **Client Management:** Ensure each client receives excellent customer service through the effective management of their data. All client requests must be processed promptly and efficiently and delivered to the highest standard.
- **Service Delivery:** Work closely with the Operations Director in implementing operational processes and procedures to ensure that all client data is fully maintained within dedicated applications, all core services are delivered to the highest quality, maintain excellent product knowledge, process maps are available for each core function, and support is provide to improve operational efficiency and innovate new products and solutions
- **Technical Analysts:** Build a strong working relationship with the Technical Analysts to ensure a seamless process of client activities and tasks.
- **Industry Knowledge:** Keep fully up to date with general changes within the energy and carbon industry to support the development of new processes and products
- **Supplier Relationships:** Work closely with the Operations Director to maintain relationships with the utility suppliers
- **Team Support:** Support the company with other related activities which are assigned appropriately to your role

### Essential requirements:

- To be studying a relevant degree
- Numerate and analytical
- Attention to detail
- Highly organised
- Good interpersonal skills
- Has the ability to work as part of a team and on your own
- Effective time management
- Ability to handle unplanned activities
- Some knowledge of the energy and carbon markets



- Proven process and operational experience
- Excellent working knowledge of Microsoft Office

**Desirable attributes:**

- Previous experience in a similar environment would be very useful
- Knowledge/ previous experience in a sales environment

**Company activity:**

- Within the energy sector

**Location:**

- Sussex (outskirts of London)

**Remuneration details:**

- A training allowance of £1000 a month (before VAT) will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1498&job=Data-Analyst>

## Placement Opportunity

<b>Reference:</b>	OLL 10 - 281
<b>Job Title:</b>	Assistant Project Manager
<b>Company Description:</b>	Translation Company
<b>Location:</b>	Surrey
<b>Stay duration:</b>	3 - 6 months
<b>Start Date:</b>	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, with an ambitious "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>