

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

BUSINESS ADMINISTRATION / MANAGEMENT

Placement Opportunity

Reference:	APT 1 - 273
Job Title:	Operations Assistant
Company Description:	Healthcare Organisation
Location:	Central London
Stay duration:	6 -12 months
Start Date:	ASAP

Job Description:

The company is an internationally recognised innovative medical treatment for musculoskeletal disorders, with a focus on knee osteoarthritis and lower back pain. It was founded in 2004 and has operated dedicated centres in Israel, Singapore and the USA since that time, treating over 50,000 patients. The company has been operating in the UK in association with Bupa since 2008, and has new clinics in central and South London, Kent, Manchester, Birmingham and Edinburgh.

The Clinic Operations Assistant will be responsible for ensuring the smooth running of operational aspects of the business and for managing a variety of projects and initiatives.

Accountabilities & responsibilities

Responsibilities will include, but will not be limited to, the following:

Clinic:

- Patient pathway. To assist the patient through all aspects of their appointment.
- Be patient facing, maintaining impeccable customer service skills.

Stock Management

- Day to day management of the clinics stock, ensuring appropriate stock levels and availability
- Ensuring Stock Tracking system is kept accurate and up to date
- Responsibility for periodic stock counts

Operations

- Supporting the Logistics Manager to review processes and procedures to ensure cross functional efficiencies
- Completes ad hoc projects and duties or responsibilities as needed

Special conditions

- UK travel will be required from time to time

Essential requirements:

- Fluent level of English
- Currently studying a relevant degree
- This placement requires an immediate start, so please only apply if you are available to start in the next three to four weeks
- Working in a results focused commercial environment
- Proven ability to manage multiple projects in parallel
- IT skills - very strong Excel skills. Familiar with CRM and Networks
- Highly flexible
- Very strong attention to details
- Able to think & plan proactively but also to react quick and take action
- Excellent customer service skills
- Ambitious and hungry to gain sound experience, prove themselves, impress and progress
- Confidence without arrogance

Desirable attributes:

- Customer facing healthcare environment
- Business acumen and business planning skills

Location:

- Central London

Remuneration details:

- An Allowance of £750 per month will be provided to assist with accommodation and subsistence costs.
- Opportunities to join an innovative, growing and exciting company upon successful completion of the Placement period
- 20 days annual leave + England Bank Holidays

More details: <http://www.placement-uk.com/ops/job.php?id=1482&job=Operations-Assistant>

Placement Opportunity

Reference:	MMI 1 - 240
Job Title:	Media Analyst
Company Description:	Media Services
Location	London
Stay duration:	6 -12 months
Start Date:	As soon as possible

Job Description:

The company are looking for a talented and enthusiastic Media Analyst Intern to support their team of senior media consultants; media research; assisting with account management; data collection, content analysis, data aggregation, statistics and analysis; report writing and presentation

This includes working with media agencies and producing data-driven insights to clients across a variety of media auditing services; media cost and quality benchmarking, agency evaluation, media service and consulting

You will work on a range of exciting global projects for world-class brands within a fast-paced environment. You will prepare media evaluations, and be able to see the daily direct impact of your ideas and insights

- This position would suit a graduate with an understanding and relevant experience in statistical data analysis with the desire to progress within the field

Essential requirements:

- Fluent English written and spoken
- Excellent communication skills
- Studying a relevant Degree of Economics, Financial Accounting or Maths no less than a predicted 2:1 or equivalent
- Highly analytical and numerate
- Ability to deal accurately with large amounts of data
- Enjoys statistical data analysis and data interpretation
- Detail-orientated and commitment to getting it right first-time
- Strong written and oral communication skills
- Excellent inter-personal skills
- Good team player with a 'can-do' attitude
- Proficient in Excel and PowerPoint

Desirable attributes:

- Fluency in a second language preferred
- Experience in a similar role preferred

Company activity:

- The company is a media services provider who works with a network of partners in over 60 markets worldwide. They build bespoke global media solutions for world-class brands.
- The team work hard but combine this with team fun; breakfast and lunch provided.

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=1455&job=Media-Analyst>

Placement Opportunity

Reference:	ARF 1 - 272
Job Title:	Spanish-Speaking Sales Administrator
Company Description:	Engineering Industry
Location:	Essex
Stay duration:	6 months
Start Date:	September 2014

Job Description:

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

This position offers a real prospect for full time employment.

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

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

Some international and UK wide travel may be involved.

Essential requirements:

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

Desirable attributes:

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

Company activity:

- Engineering Industry

Location:

- Essex

Remuneration details:

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

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

Placement Opportunity

Reference:	ISB 2 - 239
Job Title:	Professional Development Intern
Company Description:	Educational institution
Location:	Hampshire
Stay duration:	6 to 12 months
Start Date:	As soon as possible

Job Description:

A vacancy exists for an enthusiastic, self-motivated and analytical person who is keen to gain hands on work experience to support the Professional Development Director and team in the planning, preparation and delivery of the Association's professional development training programme.

MAIN DUTIES AND RESPONSIBILITIES:

- To provide effective support to the company's secretariat to deliver professional development training by assisting in the design, content and administration of the programme.
- To assist in liaising with the presenters on the administrative arrangements prior to an event.
- Overnight stays at venues prior to the event the following day.
- Set up the training/presentation room prior to an event.
- To assist in the distribution of relevant speaker documentation prior to a course.
- Research topical issues and possible speakers for training events.
- To assist in the compilation of survey monkey assessments.
- In depth analysis the feedback for events and advise accordingly.
- Be willing to undertake training where appropriate. Support, guidance and feedback will be given throughout the placement.
- Any other duties as required by PDD. These variations won't change the general character of the post.

Essential requirements:

The applicant should be at least a current undergraduate 2nd year student on a Business and Management/or equivalent degree course and have obtained a minimum of 60% in their first year of study.

- **STANDARD OF EDUCATION:** Two years successfully completed of a relevant degree programme. Good standard of education to at least 'A' level or equivalent plus English (Language) and Mathematics to at least GCSE (Grade B) standard or equivalent.
- **COMMUNICATION & INTERPERSONAL SKILLS:** An ability to demonstrate effective oral and written communication skills and the confidence and ability to deal with people at all levels both internally and externally.
- **ANALYTICAL ABILITY AND ATTENTION TO DETAIL:** The ability to assimilate and analyse information quickly and accurately with great attention to detail and bringing relevant information to the attention of the PDD if required.
- **ORGANISATIONAL SKILLS:** Highly organised, with an ability to effectively prioritise.
- **IT SKILLS** Working / strong expertise in the use of standard IT packages such as Microsoft Office, particularly PowerPoint, Excel and Word. Email and Internet skills vital.
- **EQUALITY OF OPPORTUNITY:** An appreciation of equality of opportunity issues.
- **HOURS OF WORK:** The post holder may be required to work outside the company's normal office hours. Travel may be required from time-to-time to attend PD events. Overnight stays are necessary.
- Experience of working in an office environment.

Desirable attributes:

- Understanding/experience in this area would be beneficial.

Company activity:

- The company supports and advises the bursars and senior management staff of more than 970 independent schools across the UK and overseas.
- Our services are designed to assist school staff in the successful administrative, financial and operational management of their schools. Support to our member schools is provided online, over the phone or in person.

Location:

- Hampshire

Remuneration details:

- A training allowance of £800 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1454&job=Professional-Development-Intern>

Placement Opportunity

Reference:	YAN 19 - 245
Job Title:	Business Executive
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 launch of their new business venture. You will be exposed to many areas of the business such as Customer Support, Marketing, Business Development, Data Analysis, Management and Administration enabling you to use existing skills plus gaining a wide variety of new skills.

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

Essential requirements:

- Fluent written and spoken English
- Studying for a relevant Masters or Degree in either Marketing or Business
- Very good telephone manner
- Confident manner and ability to present ideas to the team
- Understanding of social media
- Good computer skills in MS Office, Powerpoint, Facebook, Internet
- Good sense of humour
- Flexible attitude to workload
- Ability to multi task and manage own workload

Desirable attributes:

- Previous experience in a similar environment would be very useful

Company activity:

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

Location:

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

Remuneration details:

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

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

Placement Opportunity

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

Job Description:

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

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

Tasks include:

Admin:

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

Business development:

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

Advertising:

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

Essential requirements:

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

Desirable attributes:

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

Company activity:

- Recruitment consultancy

Location:

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

Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1476&job=Recruitment-Assistant/-Administrator/-Resourcer>

Placement Opportunity

Reference:	KOB 1 - 241
Job Title:	Process Mapping Specialist
Company Description:	Engineering / Manufacturing
Location:	East Midlands
Stay duration:	6 months
Start Date:	As soon as possible

Job Description:

As a manufacturing company, they wish to develop documented, standard operating procedures (“SOPs”) for their production processes.

The role of “Flowcharting administrator” will be to:

- Liaise with supervisor level management to determine the various methods of production currently in operation
- Discuss these methods and variations with senior management to finalise appropriate (“best practice”) production sequences and options (“SOPs”)
- Produce a document outlining the SOPs complete with flowcharts

Essential requirements:

- Fluent written and spoken English
- Studying for a relevant Masters or Degree
- Flowcharting / process mapping experience (using software such as Visio)
- Excellent MS Office skills, including Excel and Word
- Strong communication skills – able to extract robust information through appropriate questions
- Proven background in engineering / manufacturing (as part of university course and, potentially, with existing, practical shop-floor experience)
- Well-organised with attention to detail

Desirable attributes:

- Displays empathy and patience where necessary
- Adds value to role through own ideas
- Ideally, can demonstrate existing practical experience of similar role or tasks

Company activity:

- Manufacturing/ Engineering

Location:

- East Midlands

Remuneration details:

- A training allowance of £595 per month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1456&job=Process-Mapping-Specialist>

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>

MARKETING / SALES

Placement Opportunity

Reference:	KED 1 - 277
Job Title:	Marketing Executive
Company Description:	Educational Institution
Location:	Surrey
Stay duration:	6 - 12 months
Start Date:	Early September

Job Description:

This is a varied role working for a well renowned educational institution in Surrey. In this role you will provide valuable administrative support to a small and very dynamic Marketing team within the Admissions and Communications department. There will also be the opportunity to carry out specific marketing projects and build your marketing and PR portfolio using the full marketing mix.

40 hours per week Monday to Friday, 9am to 5.30pm. Some flexibility in hours will be needed.

Tasks and responsibilities will include:

Market research

- Primary research and secondary research into competitors' product and offering to develop a full competitive and prospective customer landscape.
- Support the Head of Marketing in development of an inclusive and on-going market research programme for prospects and the existing customer base.

Communications and PR

- Responsible for implementation of the social media strategy through all social channels and growing stakeholder social engagement on a daily basis.
- Support the Marketing and Development Assistant in sourcing stories, writing copy and uploading news stories to the website.
- Support the Marketing team in production of the school magazine, by gathering stories and images, copywriting and proofreading.
- Non-professional photography of school events.

Event management

- Support the Marketing team in running internal and external events; for example Open Days, Food Festival, feeder school events, press days.

Administration

- Manage marketing literature in storeroom, office supplies and purchasing promotional products.
- Assist the Marketing team in all digital and hard copy administrative tasks where required.

Essential requirements:

- Marketing or Business Studies undergraduate with a genuine interest in Marketing and PR.
- Native level written and spoken English
- Excellent computer skills: Word, Excel, Outlook, Powerpoint and Photoshop.
- Motivated and enthusiastic
- Excellent attention to detail
- Communicative
- Organised
- Team player and self motivated
- Willingness to get involved and learn
- A commitment both to the job and to the ethos of the school.

Desirable attributes:

- An interest in amateur photography and video would be useful although not necessary.

Company activity:

- Educational institution

Remuneration details:

- 30 days holiday including Bank Holidays pro rata to be taken in agreement with the Head of Marketing.
- Training Allowance £850 per month.
- Accommodation (bedroom and shared facilities) for a single person may be available and all meals during term time. The accommodation, which has cooking facilities, is available throughout the year at a rent of £170 per month.

Child Protection: The organisation is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

More details: <http://www.placement-uk.com/ops/job.php?id=1486&job=Marketing-Executive->

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:	TRC 9 - 275
Job Title:	Marketing Executive
Company Description:	Specialist Construction company / Finnish property sales to UK & overseas
Location:	Essex
Stay duration:	6 months
Start Date:	As soon as possible

Job Description:

This is an exciting opportunity for a placement student to have a real involvement in the development of an already established business. Responsibility for supporting and developing the marketing activities of the two divisions of the business. Primarily to identify new private and organisational clients and to develop and implement conversion strategies.

Marketing for construction company:

- Understand existing marketing strategy for the business
- Research market for company's products and services
- Identify all potential users that fit existing strategy
- Agree and help implement the agreed strategy and action plans
- Help develop appropriate marketing materials
- Develop a costed promotional plan
- Develop the company website and e-marketing plans
- Undertake competitor analysis and assessment
- Update and publish revised marketing strategy for the business

Customer Service:

- Review existing business system
- Propose improvements
- Develop server – based information facilities

Special Marketing projects:

- Review market demand for accreditations such as EMAS (environmental)

Marketing for Finnish property Sales:

- Develop current marketing strategy for Finnish property sales and holiday rentals in the winter resort of Yllas in Lapland
- Handle potential customers and close property sale deals
- Liase with Finnish agents and developers to establish new opportunities for markets arising from UK as we come out of recession
- Research building development opportunities in Yllas Finland and liase with local municipalities, Finnish suppliers and contractors
- Update the company website
- Handle log cabin rental enquiries and deal with onsite providers in Yllas

NB: Overseas travel may be required to Finland

Essential requirements:

- Fluent English skills – spoken and written
- Finnish language to good level essential
- Strong Sales and Marketing skills
- Good communication skills
- Understanding of Marketing principles
- IT skills (Word, Excel, Internet)
- Personal organisation
- Self-motivation and initiative
- Driving licence (company vehicle will be provided)

Desirable attributes:

- Previous experience in a similar environment is beneficial
- Experience/knowledge of Market Research techniques
- Interest / knowledge of the Construction industry and or property industry or tourism sales
- Some website skills are an advantage

Company activity:

- The company is a well established business based in Essex
- There are two distinct divisions to the business – contracts & special works. In the contracts division the company principally refurbishes major buildings in London and South East. The special works division primarily installs specialist bathrooms and fittings for the elderly and disabled.

Location:

- The company is based in a small town in Essex, with a population of about 4500 people. Located twenty miles (32 km) north-east of London. Today it is a commuter town. Due to its rural yet well-served setting, the demographic is a mixture of young and old, skilled and unskilled, with a lure for the commercial and agricultural worker.
- With excellent transport links ie: motorway, train and tube easy access is available to many locations.

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=1484&job=Finnish-Marketing-Executive>

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 ammenities that you would expect from a capital city are within easy access

Remuneration details:

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

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

Placement Opportunity

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

Job Description:

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

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

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

Daily job responsibilities will include:

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

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

Essential requirements:

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

Desirable attributes:

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

Company activity:

- E-commerce company

Location:

- London

Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1480&job=French-speaking-Marketing-and-Buying-Assistant>

Placement Opportunity

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

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 to 12 months
Start Date:	July 2014

Job Description:

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

Tasks and responsibilities will include:

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

Essential requirements:

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

Desirable attributes:

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

Company activity:

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

Location:

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

Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1474&job=French-Speaking-Export-Marketing-Assistant>

Placement Opportunity

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

Job Description:

Key responsibilities will include:

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

Essential requirements:

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

Desirable attributes:

- Other European languages
- Data base experience
- CRM experience

Company activity:

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

Location:

- The company is located in Wokingham, Berkshire

Remuneration details:

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

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

Placement Opportunity

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

Job Description:

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

Tasks and responsibilities will include:

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

Essential requirements:

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

Desirable attributes:

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

Company activity:

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

Location:

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

Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1475&job=German-Speaking-Export-Marketing-Assistant>

Placement Opportunity

Reference:	ACA 3 - 195
Job Title:	Marketing Executive
Company Description:	Educational Institution
Location:	Nottinghamshire
Start Date:	As soon as possible

Job Description:

This is unique opportunity for a one year paid internship to an enthusiastic student looking for a varied marketing role to gain fantastic experience. The role will be working within a rapidly expanding team with an ambitious and challenging marketing strategy in place for 2014. To help reach and surpass these targets they require a marketing assistant to help support the Marketing Manager with all areas of the marketing mix. As a marketing assistant you will be responsible for creating consistently high quality content to be used both online and offline as well as playing a key role in the maintenance of all social channels. Additional marketing activities will also be required from the assistant throughout the year on an ad-hoc basis. They are looking for an enthusiastic and dedicated person to join our friendly team that has a real passion for all things related to marketing.

Key responsibilities will include:

- Outstanding written and spoken English
- Apply social media skills and knowledge to the various different channels
- Carry out in-depth and detailed competitor analyses
- Produce in-depth digital marketing reports
- Perform daily marketing administration tasks
- Update web content, Produce all work to a high standard of literacy and Demonstrate strong brand advocacy
- Ability to work on own initiative as appropriate
- Undertake any reasonable task required by your manager or the directors

Essential Requirement:

- Outstanding written and spoken English
- Studying a pure Marketing Degree
- Some working experience gained within a U.K business
- Competence in Microsoft Office
- Team player, Good time management and Strong communication skills
- Good numerical skills as well as ability to work independently and as part of a team
- Keen eye for detail and Well organised

Desirable Attributes:

- Experience working in marketing and Knowledge of interior design

Remuneration Details:

- A salary of £12950 for the 12 month period (paid in monthly instalments) will be provided

More details: <http://www.placement-uk.com/ops/job.php?id=1414&job=Marketing-Executive->

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:	End of August 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>

IT

Placement Opportunity

Reference:	CTF 1 - 274
Job Title:	IT Support Engineer
Company Description:	Foreign Exchange Company
Location:	Central London
Stay duration:	6 months
Start Date:	August 2014

Job Description:

This is an exciting opportunity to work for a successful market research organisation based in London. The company is a medium-sized business which provides services across a variety of sectors including digital e-commerce, financial services, media technology and sport.

The successful 1st/2nd Line Support Technician will gain training and exposure to

- Support calls and escalations to appropriate teams
- Active Directory administration
- Microsoft exchange Administration
- Windows 7 and XP Operating systems
- Avaya Phone system and Administration
- PC Builds and software deployments
- Software Audits and Hardware inventory
- Various IT Project work

Essential requirements:

- A very good level of English, both written and spoken
- Studying a relevant degree in Computer Science or similar
- Excellent communication skills
- A strong passion for Technology and IT.

Desirable attributes:

- Customer facing healthcare environment
- Business acumen and business planning skills

Company activity:

- Foreign exchange money transfers and prepaid currency cards

Location:

- Central London

Remuneration details:

- An Allowance of £700 per month will be provided to assist with accommodation and subsistence costs.
- The successful candidate will be working from 8:30am to 5:30pm.

More details: <http://www.placement-uk.com/ops/job.php?id=1483&job=IT-Support-Engineer>

Placement Opportunity

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

Job Description:

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

Essential requirements:

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

Desirable attributes:

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

Company activity:

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

Location:

- Hertfordshire – 20 minutes by train to Central London

Remuneration details:

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

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

Placement Opportunity

Reference:	CLB 1 - 139
Job Title:	Sales Executive
Company Description:	Online Accounting
Location:	London
Stay duration:	6 to 12 months
Start Date:	As soon as possible

Job Description:

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

They are looking for a friendly team member who is ready to take a plunge into the deep end at this fast paced company. This is a new role and will generate a large proportion of our new business leads. The right candidate will work well under pressure and thrive in an a busy environment.

Essential requirements:

- Excellent English skills both verbal and written
- Very strong communication and negotiation skills
Uses own initiative
- Non traditional sales manner
- Great customer service
- Excellent phone manner
- Great organisation, self starter
- Able to work as part of a team
- Ability to work towards targets

Desirable attributes:

- Previous sales experience

Company activity:

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

Location:

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

Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1367&job=Sales-Executive>