

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Enlightenment Productions
Address inc post code	73 old London Road, Kingston Upon Thames KT2 6ND UK
Telephone	020 8546 8819
Fax	
E-mail	info@enlightenment-productions.com
Website	www.enlightenment-productions.com
Number of employees	4
Short description of the company	Small independent company that has made three Films, I Can't Think Straight, The World Unseen and The House of Tomorrow. Also in the process of two new feature films.
CONTACT DETAILS	
Contact person for this placement	Hanan Kattan
Department and designation / job title	Internship
Direct telephone number	020 8546 8819
E-mail address	hanan@enlightenment-productions.com
Application Procedure	
Who to apply to (including contact details)	
Deadline for applications	
Application process	
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Enlightenment productions
Description of activities	Video Editing, Graphic Design, general Admin, Marketing Research
Location	Office in Kingston upon Thames
Start Date	Immediately
Duration	Minimum three months
Working hours per week	40
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Good Level of English (written and spoken)
Computer skills and level of skills required	Good knowledge of the office packages, MAC and windows operating system, Final Cut
Drivers license	Not Required
Other	

INFORMATION PROVIDED BY	
Name	Eleonora Manfredi
Department / Function	Office manager
E-mail address	ela@enlightenment-productions.com
Phone number(s)	020 8546 8819
Date	22/01/2013

Please return this form by email to erasmus@britishcouncil.org



Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Call It Automotive Ltd
Address inc post code	Churchill House, 1 London Road, SLOUGH, Berkshire SL3 7RL
Telephone	01296 444000
Fax	
E-mail	Nicholas.reisinger@callitautomotive.com
Website	www.callitautomotive.com
Number of employees	29
Short description of the company	Automotive Marketing Consultancy
CONTACT DETAILS	
Contact person for this placement	Nicholas Reisinger
Department and designation / job title	Director
Direct telephone number	01296 444000
E-mail address	nicholas.reisinger@callitautomotive.com
Application Procedure	
Who to apply to (including contact details)	Mr Nicholas Reisinger, Director
Deadline for applications	22 nd July 2013
Application process	Send online CVs to nicholas.reisinger@callitautomotive.com
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION

Department / Function	IT development team
Description of activities	Support CIA developers in the deployment of new projects and the coding of SQL and Java web applications
Location	Head Office, Slough, Berks
Start Date	1 st August 2013 or ASAP
Duration	6 – 12 month contract
Working hours per week	40 hours
	<input type="checkbox"/> Accommodation will be provided <input checked="" type="radio"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	£400.00/Month contribution towards cost of accommodation or transport Performance Bonus at the discretion of Call It Automotive
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English (good working knowledge or fluent) Minimum graduate level
Computer skills and level of skills required	Graduate or post Graduate in Computer Science or Computer Engineering with strong analytical skills. Good working Knowledge of Java Good working Knowledge of SQL
Drivers license	Not mandatory
Other	

INFORMATION PROVIDED BY

Name	Ruth Sanders
Department / Function	HR Administration
E-mail address	ruth.sander@callitautomotive.com
Phone number(s)	01296 444400
Date	1 st June 2013

Please return this form by email to erasmus@britishcouncil.org

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Sky Star Media Limited
Address inc post code	5 th floor, quayside towers, 252-260 broadstreet, Birmingham, B1 2HF
Telephone	0121 277 4501
Fax	0121 633 8954
E-mail	info@sartaajonline.com
Website	www.sartaajonline.com
Number of employees	six
Short description of the company	<p><i>About SkyStar Media</i> SkyStar Media is an evolutionary entertainment company established to create a unique model for live entertainment for Asian audiences around the world.</p> <p><i>Our Mission</i> SkyStar's vision is to showcase, the world of Asian Entertainment through an integrated platform of concerts, events, music, videos, mobile, tickets and merchandise. We also aim at providing an unparalleled standard of service and creativity in the Asian Entertainment industry. SkyStar Media aims to become the leading, global platform for Asian Entertainment.</p>
CONTACT DETAILS	
Contact person for this placement	Vijay Gulwani
Department and designation / job title	Associate Director
Direct telephone number	07405823314
E-mail address	info@sartaajonline.com

Application Procedure	
Who to apply to (including contact details)	Vijay Gulwani info@sartaajonline.com
Deadline for applications	open
Application process	Shortlist > Skype Interview > selection
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	New media design and Marketing
Description of activities	We are looking for students who can contribute to our following departments, Graphics design, website design, social media marketing, online Pr, event organization.
Location	Birmingham
Start Date	Asap
Duration	Minimum 3 months
Working hours per week	35hrs
Accommodation (please select)	<input type="checkbox"/> We can assist with finding accommodation
Details of financial and “in kind” support to be provided	Traveling expenses would be provided
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of	Students should be pursuing a degree in any of the above mentioned subjects listed in activities sections. Also good command over English

competence required	Language.
Computer skills and level of skills required	
Drivers license	Not required
Other	

INFORMATION PROVIDED BY	
Name	Vijay Gulwani
Department / Function	Associate Director
E-mail address	info@sartaajonline.com
Phone number(s)	07405823314
Date	17/05/2013

Please return this form by email to erasmus@britishcouncil.org

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FIANANCE / ECONOMICS

Placement Opportunity

Reference:	APT 2 – 320
Job Title:	Credit Control Executive
Company Description:	Auction Website
Location:	London
Stay duration:	6-12 months
Start Date:	As soon as possible

Job Description:

The company is an internationally recognised innovative medical treatment for musculoskeletal disorders. They are a fast growing company treating over 50,000 patients.

Tasks include:

- Full responsibility for chasing outstanding balances
- Sending out sales invoices, statements and payment confirmations
- Liaising with helpdesks concerning any invoice or payment enquiries.
- Full responsibility for managing the direct debit process
- Processing Credit/Debit card payments
- Proactively managing the process of sending out reminders for PMI and Third Parties excess/underpaid balances
- Allocating payments to patients' accounts
- Set up and manage recurring transactions
- Produce monthly Aged Debtors reports and analyse it
- Ensuring cash and cheques received are banked immediately
- Handling payment disputes and negotiating payment plans
- Manage the process of refund requests and writing off old debt
- Carrying out administrative tasks that facilitate the smooth running of the credit control function
- Organize and file business documents
- Ad Hoc duties, as per manager's request

Essential requirements:

- Strong interpersonal skills and communication skills to interact with different levels of an organization
- Computer literate and proficient in Microsoft Excel
- Ability to work independently and within a team environment
- Strong verbal and written communication skills
- Attention to detail
- Honesty and discretion when handling confidential financial information
- Strong customer service ethic
- Ability to meet deadlines and work under pressure
- Good problem solving skills
- Worked before in a dynamic and fast growing business
- Preferably worked in a company with a global presence

Desirable attributes:

- Previous experience in a similar environment would be very useful

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=1527&job=Credit-Control-Executive>

ENGINEERING

Placement Opportunity

Reference:	EML 4 - 315
Job Title:	Power Electronic Development Engineer
Company Description:	Engineering
Location:	East of England
Stay duration:	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

Location:

- East of England

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=1522&job=Power-Electronic-Development-Engineer>

Placement Opportunity

Reference:	EML 5 - 314
Job Title:	Mechanical Design Engineer
Company Description:	Engineering
Location:	East of England
Stay duration:	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 'High Performance Electric Vehicles' 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 the design of a new high performance electric motor for an automotive application
- Take the design from concept to detail design under the supervision of the Chief Designer
- Hours of work, 40 per week

Essential requirements:

- Fluent written and spoken English
- Studying a Masters or Degree in Engineering
- Knowledge / experience of Pro Engineer or similar 3D CAD design package
- 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

Location:

- East of England

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=1521&job=Mechanical-Design-Engineer>

MARKETING / SALES

Placement Opportunity

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

Job Description:

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

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

Essential requirements:

- Very good English – written & spoken
- French 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 information: <http://www.placement-uk.com/ops/job.php?id=1474&job=French-Speaking-Export-Marketing-Assistant->

Placement Opportunity

Reference:	HOM 10 - 266
Job Title:	Export Marketing Assistant – German Speaking
Company Description:	Home furnishings manufacturer & importer
Location:	Tipton, West Midlands
Stay duration:	6 to 12 months
Start Date:	As soon as possible

Job Description:

Although a placement position, this role is important to the continuing development and expansion of the Company into export markets. Working under the supervision of the Managing Director to actively develop sales for the country of 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 information: <http://www.placement-uk.com/ops/job.php?id=1475&job=German-Speaking-Export-Marketing-Assistant>

Placement Opportunity

Reference:	FSM 2 – 321
Job Title:	Social Media Marketing Assistant
Company Description:	Vehicle Hire Company
Location:	West Midlands
Stay duration:	6 - 12 months
Start Date:	February 2015

Job Description:

This is an exciting new role for an experienced marketer with a specialisation in Social Media to showcase their skills in a successful midlands based organisation.

The role will be to:

- Devise a detailed plan as to how to best use social media to raise the profile of the company to the business to business market
- Estimate the impact of the plan in terms of new business leads and new business
- Devise a detailed plan as to how to handle new enquires from this initiative
- Estimate the cost of implementation
- Devise, implement and manage a system for regular contact with existing clients
- Devise, implement and manage a system for regular contact with lapsed clients and prospects

Essential requirements:

- Excellent English both spoken and written
- Studying a relevant degree in marketing
- Excellent knowledge and experience in social media within a business
- Excellent IT skills
- Strong communication skills
- Enthusiastic and motivated to achieve top results
- Professional

Desirable attributes:

- Experience in a similar role preferred
- Working knowledge of Apple Computers

Company activity:

- This Company is a vehicle hire company

Location:

- West Midlands

Remuneration details:

- A training allowance of £700 a month

More details: <http://www.placement-uk.com/ops/job.php?id=1528&job=Social-Media-Marketing-Assistant>

Placement Opportunity

Reference:	PTC 7 - 312
Job Title:	French / German/ Italian/ Spanish Speaking Campaigns & Business Development Intern
Company Description:	IT / Manufacturing
Location:	Hampshire
Stay duration	6 - 12 months
Start Date:	January 2015

Job Description:

Overview: In this role you will be a member of the Campaigns & Business Development Team and focus on new business generation.

Tasks will include:

- Undertake market research to define target suspects for business-generation campaigns along defined vertical sectors or target product groups
- Proactively call suspects to create a pipeline of interested prospects
- Engage in relationships building to take identified targets from suspect to prospect
- Make appointments for face to face meetings for Field Sales
- Proactively research and develop an appropriate level of Customer business intelligence & requirements.
- Participate in the recordkeeping of marketing and engagement information on a central CRM system
- Participate in the creation & distribution marketing collateral to continue to strengthen their voice in the market
- Attend exhibitions aimed at relevant sectors to introduce the business as a company to new business opportunities
- Undertake the above activities across a UK and pan European target set

NB: There may be additional aspects to the role not fully defined in the key points above that you may be asked to perform. This will depend on your capabilities & skill sets you bring to the role.

Essential requirements:

- Fluent in English – Verbal & written & additional language capability
- Fluency in French, German, Italian or Spanish
- Interest in technology, relevant degree and some relevant experience
- Education target Degree in a Business Development or Business Management related subject.
- Fully conversant with range of skills required to satisfactorily meet Key Job Responsibilities defined for the role
- Ability to confidently engage with a range of people, including new business opportunities by being able to articulate yourself fluently on the phone.
- Knowledgeable and competent user of current day office automation packages (i.e. Microsoft Word & Excel, etc....)
- Ability and desire to learn new systems and processes (specifically CRM Package and Sales & Marketing processes)
- Studying towards a formal graduate level qualification
- Professional appearance and behaviour with high levels of integrity and honesty

- Highly Proactive & committed individual
- Good communicator both verbal and written
- Self motivated and able to multi-task handling multiple priorities
- Organised, tidy with good time management
- Able to handle pressure to meet deadlines
- Flexible, adaptable and accepting change
- Positive and enthusiastic with ambition to drive the business forward.
- Team player
- Challenge seeking with copious energy to deliver and to overcome any failures along the way
- Emotionally robust to be able to deal effectively and efficiently with feedback and performance management
- Able to learn new skills quickly and apply them/improve them consistently

Desirable attributes:

- Competent communicator with proven ability to actively and effectively communicate and engage internal and external stakeholders at all organizational levels.
- Other language such as French, German, Italian, Spanish, Verbal & written.
- Flexibility & willingness to adapt to the needs of an SME size business.
- Previous experience in a Marketing/Business Development Environment.
- Some work experience in a technology related field

Location:

- Hampshire

Remuneration details:

- £15-16k pro rata (Experience/capabilities related)

More details: <http://www.placement-uk.com/ops/job.php?id=1519&job=Campaigns-&-Business-Development-Intern>

Placement Opportunity

Reference:	YAN 23 – 313
Job Title:	German Marketing & Customer Service
Company Description:	Auction Website
Location:	West London
Stay duration:	6 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:

- Fluent written and spoken German
- 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 aswell as shops, boutiques, 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=1520&job=German-Marketing-&-Customer-Service>

Placement Opportunity

Reference:	DEE 1 - 311
Job Title:	Online Marketing Executive
Company Description:	Specialist Retailer
Location:	Lancashire
Stay duration:	6 - 12 months
Start Date:	As soon as possible

Job Description:

This is an exciting new role looking for an ambitious student who specialised in online marketing to improve their online presence.

The role would encompass:

- Adding new content and products
- Email marketing and deals of the week
- Maintaining the product database
- Designing advertisements and viral marketing
- SEO & Back linking
- Writing Blogs
- Keeping our social media up to date
- Reviewing our key words and ensuring they are correct and relevant
- Fully maintaining our amazon site

They will provide full product training but they do not have the technical expertise in the above hence the need for a person

Essential requirements:

- Excellent English skills both written and spoken.
- Studying a relevant degree in Marketing/ Online marketing
- Excellent practical knowledge of social media channels
- Knowledge of SEO
- Understanding of E-commerce including E-bay and Amazon
- Experience in e-marketing
- Strong writing skills

Desirable skills:

- Experience in a similar role preferred

Company activity:

- Specialist online retailer

Location:

- Lancashire, North of England

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=1518&job=Online-Marketing-Executive>

Placement Opportunity

Reference:	CSM 4 – 308
Job Title:	Central Data Management Assistant
Company Description:	Marketing and Distribution Company
Location:	Middlesex
Stay duration:	6 - 12 months
Start Date:	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

Reference:	CSM 5 - 310
Job Title:	Circulation Executive
Company Description:	Marketing and Distribution Company
Location:	Middlesex
Stay duration:	6 months
Start Date:	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

Reference:	EBE 1 - 309
Job Title:	Marketing and Business Development Intern
Company Description:	Healthcare provider
Location:	West Bromwich
Stay duration:	12 months
Start Date:	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

Reference:	STP 1 - 307
Job Title:	Marketing Consultant
Company Description:	Estate Agency
Location:	London
Stay duration:	12 months
Start Date:	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

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

Reference:	BGR 3 - 294
Job Title:	CRM Assistant
Company Description:	Online / Mobile Marketing Agency
Location:	London
Stay duration:	6 months
Start Date:	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

Reference:	CCP 2 – 291
Job Title:	International Customer Services Assistant
Company Description:	Customer Service and Telesales Executive
Location:	Durham
Stay duration:	6 months
Start Date:	As soon as possible

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

Company activity:

- We are a dynamic and entrepreneurial distributor of category leading innovative dog brands for adventure, travel, play and walk.

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

Reference:	LAF 2 - 278
Job Title:	Project Co-Ordinator
Company Description:	Specialist Recruitment
Location:	Leicestershire
Stay duration:	6 months
Start Date:	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.

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>

IT

Placement Opportunity

Reference:	DEL 1 - 301
Job Title:	Software Developer
Company Description:	Accountants
Location:	Manchester
Stay duration:	3 months
Start Date:	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

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

Reference:	EGR 1 - 290
Job Title:	Data Analyst
Company Description:	Utilities
Location:	Sussex
Stay duration:	6 months
Start Date:	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

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

Job Description:

Linguistic jobs: proofreading, corrections, and amendments to multilingual

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

Essential requirements:

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