 BUSINESS ADMINISTRATION

Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>HAS 1 - 10157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Polish Business Trainee Manager</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Retail &amp; Distribution Company</td>
</tr>
<tr>
<td>Location:</td>
<td>Worcestershire</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>6 months or longer</td>
</tr>
<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

**Job Description:**
This is an opportunity to gain excellent experience within an expanding retail and distribution company. The successful candidate will be responsible for the Polish and German websites management and general administration duties. This is an exciting, challenging opportunity for a candidate who is dynamic, energetic and has the ability to work autonomously. Key responsibilities will include (training will be given):

- Order processing; Customer service
- General Office Administration; Keeping stock control systems updated
- Producing regular reports and statistics on a weekly and monthly basis
- Continuous evaluation of the Polish and German market to ensure competitive advantage

**Essential requirements:**

- Excellent English written and spoken
- Native Polish written and spoken
- Excellent communication skills with pleasant telephone manner
- Excellent organisational skills and attention to detail

**Desirable attributes:**

- Experience in business administration would be useful

**Company activity:**

- The company deals with selling household goods in the UK, Holland, Spain and Germany.

**Remuneration details:**

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

## Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>ESS 10 - 10040</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Project Management Assistant</td>
</tr>
<tr>
<td><strong>Company Description:</strong></td>
<td>Electrical engineering company</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Stafford</td>
</tr>
<tr>
<td><strong>Stay duration:</strong></td>
<td>6 to 9 Months</td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td>Between now and January</td>
</tr>
</tbody>
</table>

### Job Description:

An interesting and broad based placement opportunity for a student who wants to expand his/her project management skills. You will be part of a multi-disciplined team providing high quality services from tender to project close out. Your daily tasks and responsibilities involve:

- Part of a Project Team responsible for delivering projects on time, safely and within budget
- Capturing and transferring additional work into variations
- Compiling project reports; Collating HSE & Q information
- Attending Project Reviews highlighting to Senior Management the performance of the project
- Discussing day to day activities with the Site Teams
- Participating in numerous/various team meetings to include Project/Site related activities
- Internal reporting; Customer satisfaction & feedback

### Essential requirements:

- Excellent English – written & spoken
- Good Communicator; Team Player
- Good Organisational skills and IT Literacy (MS Office, MS Project, MS XP Pro)

### Desirable attributes:

- Verifiable work history as a Project Assistant

### Company activity:

- This is an electrical engineering company that was established early in 2004.

### Remuneration details:

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

**Placement Opportunity**

<table>
<thead>
<tr>
<th>Reference:</th>
<th>LEX 16 - 10096</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Business Administrative/Marketing Assistant</td>
</tr>
<tr>
<td><strong>Company Description:</strong></td>
<td>Designers &amp; distributors of activity kits for children</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>West Sussex</td>
</tr>
<tr>
<td><strong>Stay duration:</strong></td>
<td>Minimum of 6 Months</td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td>Between now and March 2013</td>
</tr>
</tbody>
</table>

**Job Description:**
The company is a small dynamic company that designs cool, quirky, creative craft projects for people to make in the home. Tasks and responsibilities will include:
- Taking sales orders
- Processing sales orders
- Dealing with customer queries and providing a high level of customer service
- Marketing activities such as producing mail shots
- Identifying new sales leads and targeting business
- Organize and attend trade shows

**Essential requirements:**
- Excellent written & spoken English
- Second European language to a native level
- Studying for a related degree or Masters
- Good numerical skills
- Attention to detail
- A strong telephone manner

**Desirable attributes:**
- Ability to juggle multiple projects
- Strong organizational skills
- Ability to prioritize tasks

**Company activity:**
The company specialise in the design, manufacture and distribution of craft kit products. It has won the Best New Small Business award as well as an award for our Product Design.

**Remuneration details:**
A training allowance of £600 per month will be provided to assist with accommodation and subsistence costs. More details: [http://www.placement-uk.com/ops/job.php?id=1227&job=Business-Administrative/Marketing-Assistant](http://www.placement-uk.com/ops/job.php?id=1227&job=Business-Administrative/Marketing-Assistant)
Placement Opportunity

Reference: RSS 15 - 10165

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Sales Assistant Spanish and Latin American markets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Description:</td>
<td>European leader in online RSS advertising</td>
</tr>
<tr>
<td>Location:</td>
<td>Central London</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>6 to 9 Months</td>
</tr>
<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

Job Description:
This company is the European leader in online RSS advertising, representing a number of renowned publishers in the UK, France & Germany. (BBC, Guardian, Le Monde)

They are currently recruiting interns to assist their media sales executives whose primary remit is to develop new business whilst managing and growing our existing.

This is a team role reporting directly to the sales executive and into both the Publishing and Sales Directors. The ideal candidates will be a forward thinker, adaptable and proactive to developing market trends. You will thrive in a fast-paced, always changing market place and have the drive to exceed all expectations.

Essential requirements:
- Excellent written and oral communication skills
- An understanding of the digital sales process
- The ability to confidently and clearly communicate at all levels
- Spanish native speaker with good knowledge of English language
- Ability to work with the MS Office package and motivation to acquire knowledge of further software essential to our business
- High level of comfort in dealing with agencies on the phone and ideally some cold calling experience
- Studying for a business or marketing degree

Desirable attributes:
- Previous experience in the area of digital media sales preferred

Company activity:
- The company specialise in the design, manufacture and distribution of craft kit products. It has won the Best New Small Business award as well as an award for our Product Design.

Remuneration details:
# Placement Opportunity

<table>
<thead>
<tr>
<th>Reference</th>
<th>VIZ 5 - 10156</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Financial Reporting Administrator</td>
</tr>
<tr>
<td><strong>Company Description:</strong></td>
<td>Business Events Company</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Newport, South Wales</td>
</tr>
<tr>
<td><strong>Stay duration:</strong></td>
<td>6 to 12 months (12 months preferred)</td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td>Jan 2013</td>
</tr>
</tbody>
</table>

## Job Description:

This placement is an opportunity to be part of a team that prides itself on strong work ethics and initiatives, and a corporate culture that promotes career growth and learning, in a unique and challenging working environment.

- Primary duties will be associated with the creation of financial policy & procedures
- The introductions of these procedures
- The process required for report production of financial reports for the business sectors
- N.B. There is potential for a permanent position with the Company at the end of the placement period

## Essential requirements:

- Very good English – written & spoken
- Good understanding of finance dept requirements and in particular financial reporting
- Team player

## Desirable attributes:

- Management or Finance experience is essential with relevant study modules completed

## Company activity:

- The Company puts on business events across numerous industry sectors and globally.
- Currently have offices on the UK (Newport) and Los Angeles.
- The placement is based at the Company’s Head Office.

## Location:

- Based in a prestigious office roughly in the centre of Newport, Gwent and close to the M4 motorway.

## Remuneration details:

- Allowance of £596 a month will be provided to assist with accommodation and subsistence costs.

MARKETING

Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>ALB 4 - 10158</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>German Speaking Sales/Marketing Assistant</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Automotive Industry</td>
</tr>
<tr>
<td>Location:</td>
<td>London</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>5 to 6 Months</td>
</tr>
<tr>
<td>Start Date:</td>
<td>Start of March 2013</td>
</tr>
</tbody>
</table>

**Job Description:**

It is an opportunity to gain excellent practical experience in marketing with a variety of duties and have the opportunity to use your knowledge and/or interest in the automotive industry!

Reporting to the managing director, duties and responsibilities will include:

- Market research in regards to various tyre legislations and their application in their aftermarket
- Preparing marketing and sales campaigns for the company’s products within the German/Swiss and Austrian markets. These need to be according to the new Winter Tyre and Tyre Pressure Monitor System legislations that are listed for company products and aftermarket products/services etc
- Preparing and updating marketing and marketing materials aimed at the automotive aftermarket
- Preparing training materials including manuals and support documents for products and markets
- Telephone liaison with customers (sales administration, technical sales support etc) as part of a team
- Providing initial customer pre-and post-sales support to distributors and customers and helping the company to set up a CRM system in order to manage these
- Assistance in general correspondence with the automotive industry market

**Essential requirements:**

- Fluent written and spoken English
- German language skills, native level written and spoken. Other languages desirable but not essential
- Studying for a Masters or Degree in Marketing or Business Administration with a major in Marketing
- Strong interest and/or knowledge in the automotive industry
- Strong IT skills, mainly Microsoft Office
- Customer service orientated
- Pleasant and confident telephone manner
- Pro-active attitude and logical, common sense approach
- Attention to detail and well organised

**Desirable attributes:**

- Previous experience in a similar environment would be preferable

**Company activity:**

The Company is a well established company within the automotive industry and has managed to develop and expand worldwide. Over the years the company has attracted many big name clients within the car industry (think Jaguar, BMW etc).

**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=1269&job=German-Speaking-Sales/Marketing-Assistant](http://www.placement-uk.com/ops/job.php?id=1269&job=German-Speaking-Sales/Marketing-Assistant)
Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>BSA 11 - 10070</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Northern Europe Business Development / Marketing</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Management &amp; organisation development</td>
</tr>
<tr>
<td>Location:</td>
<td>Near London</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>6 Months</td>
</tr>
<tr>
<td>Start Date:</td>
<td>Between now and January</td>
</tr>
</tbody>
</table>

**Job Description:**
Working in the International Department of this European leader in management and organisation development, this is an interesting opportunity to gain valuable experience in a stimulating working environment.

- Role and objectives of the Northern Europe Team:-
- Build international awareness of the organisation
- Identify and develop international business
- Identify and develop new markets
- Maintain and develop international data held on the CRM system
- Support international partners with emphasis on German speaking, Benelux and Nordic regions

**Essential requirements:**
- Excellent English written and spoken
- Excellent German written and spoken
- Studying for a programme that includes marketing/marketing research and/or international business
- Some previous work experience in organisations (e.g. as an intern)
- Flexibility and desire to focus on practical training and personal development

**Desirable attributes:**
- Excellent Danish or Dutch language skills highly advantageous
- Adaptability to regional/cultural demands
- Some understanding of CRM databases
- International experience outside the UK

**Company activity:**
The organisation is a European leader in management and organisation development.

**Remuneration details:**
This internship is unpaid. However, the following are provided free of any charge:
- Furnished accommodation
- Local transport between the accommodation & Berkhamsted
- All meals when at the college
- Access to all learning facilities (including Library & Virtual Learning on Management)
- Access to the Lifestyle Centre (with gym, swimming pool & sports facilities)

Placement Opportunity

Reference: YLC 2 - 10131
Job Title: Social Media Specialist
Company Description: Supply Chain Management/Outsourcing
Location: Shropshire
Stay duration: 6 months
Start Date: As soon as possible

Job Description:
This is a fantastic opportunity for a placement student to join a small, young but rapidly growing business in the field of Supply Chain
The successful candidate will be working closely with the Managing Director and the recently appointed Intern, key responsibilities will include:
Propose and implement new ideas for marketing strategy
Liaise with various departments and marketing colleagues to ensure campaigns are on track and delivered on time

Essential requirements:
- Fluent written and spoken English
- In final year of studying for a Masters or Degree in Marketing specialising in Social Media
- You must have a keen interest in social marketing
- Be fully up to date with the latest developments in social media
- A frequent user of social media on a personal level
- Excellent communication skills and ability to communicate at different levels
- Excellent working knowledge
- Strong understanding of Marketing principles
- Strong understanding of Marketing campaigns
- Proficient with IT systems including all Microsoft Office packages
- Can work using own initiative and un-supervised
- Provide fresh ideas
- Creative mind
- Friendly and polite at all times
- Team player
- Enthusiastic & energetic attitude
- Previous experience in a social media role is required

Desirable attributes:
- Previous experience in a similar environment would be a strong advantage

Company activity:
Supply chain services in the form of stock management, logistics and also transport services.
The Companies services are considered invaluable by their clients, this is confirmed by the fact they have just landed several global clients

Remuneration details:
A training allowance of £650 a month will be provided to assist with accommodation and subsistence costs.
Placement Opportunity

Reference: SSS 1 - 10152

Job Title: Marketing Campaign Co-ordinator

Company Description: An environmental agency

Location: London

Stay duration: 6 months

Start Date: As soon as possible

Job Description:
This is a fantastic opportunity for a candidate to work for a successful environmental agency. This is a new role where the right candidate will be researching nominated sectors, assisting in the production of literature (PDF, Brochure’s, Flyer’s, Newsletters, etc.), assisting with the development of industry sector web sites, publishing literature and undertaking analysis of delivery/feedback. Assisting in the day to day organisation of seminars and campaigns. This is an exciting placement for a marketing student looking to gain valuable experience.

Main duties can be split into several key areas of:

- Conduct market research for nominated sectors and provide detailed reports on findings
- Produce contact lists
- Produce literature – PDF/Brochure/Flyer/Newsletter, etc.
- Review feedback from activity and produce detailed reports
- Assist with designing sector specific web site
- Undertake marketing in order to generate new business and develop existing/previous client
- Co-ordinate and facilitate exhibition/seminar opportunities

Essential requirements:

- Excellent English written and spoken
- Excellent organisational skills and attention to detail
- Confident and persuasive and to be able to sell products and ideas
- Confident pleasant telephone manner

Desirable attributes:

- Previous experience in marketing would be useful

Company activity:

- The company is one of the largest specialists in their field who provide health, safety and environmental monitoring in the UK and worldwide.

Remuneration details:

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

## Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>SLR 1 - 10010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Online Marketing Executive</td>
</tr>
<tr>
<td><strong>Company Description:</strong></td>
<td>Marketing Agency</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Surrey</td>
</tr>
<tr>
<td><strong>Stay duration:</strong></td>
<td>3 to 6 Months</td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

### Job Description:

Working closely with the Managing Director your key responsibilities will include:

- Assisting in design of website development projects to ensure successful launches of marketing campaigns
- Project management of online marketing campaigns as well as financial tracking and invoicing
- Assisting with ensuring that SEO is achieved by managing key words
- Setting up and managing sponsored search campaigns
- Setting up and managing affiliate marketing campaigns
- Writing and syndicating online press releases and using and customizing web analytics software

There are opportunities to be offered a full time job at the end of a successful placement where you will take over your own client list and be given additional training by the company in how to present and strong relationships with your clients. They will also help you to obtain professional qualifications in Google adwords.

### Essential requirements:

- Excellent English written and spoken
- Studying for a Masters or Degree in either Marketing or Business
- Previous web design or development experience would be very useful but is not crucial, but an interest in the web and all things digital would be – all training will be provided.
- Experience of using Microsoft Office suite – computer literacy is a must!

### Desirable attributes:

- Any previous experience in a similar role / environment would be useful
- Additional language skills in German and/or Spanish

### Company activity:

- The company provide services in online sales and marketing

### Remuneration details:

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

Placement Opportunity

**Reference:**
PUK 21 - 10153

**Job Title:**
Assistant Manager: Marketing & Administration

**Company Description:**
European student placement organisation (Placement UK)

**Location:**
Kenilworth, Warwickshire

**Stay duration:**
6 months

**Start Date:**
1st of April 2013

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**Job Description:**
This is an opportunity to gain excellent experience within a dynamic, market-leading small business. This is a real job, with real responsibilities. You will receive comprehensive training as the Marketing & Administration Assistant, and then be promoted to Assistant Manager, with responsibility to train the next student. You will work together with the senior management and directors to search for and to train the next student. It will suit a student looking to gain experience across a wide range of business areas. Specifically:

- Marketing and E-marketing: making proposals and executing targeted e-mail marketing campaigns to students, universities and clients (using GroupMail Pro and MailChimp)
- Identify and implement ways in developing our presence with social media such as Facebook, Twitter, LinkedIn
- Preparing and sending out weekly student newsletter, weekly university newsletter and weekly client marketing campaigns
- Finding new ways to reach students, universities and clients by researching our competitors activity, university activity etc.

**Essential requirements:**

- Excellent written and spoken English
- Fluent in second European language
- Ideally studying for a Masters or Undergraduate degree in Marketing or Business Administration
- Good understanding of Social media, SEO, Google, Facebook etc.

**Desirable attributes:**

- Preferably some experience in a marketing and/or administration environment

**Company activity:**

- The company is Placement UK - the leading European Undergraduate Placement Organisation

**Remuneration details:**

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

**Placement Opportunity**

<table>
<thead>
<tr>
<th>Reference</th>
<th>LOV 16 - 10064</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Title</strong>:</td>
<td>Event Marketing Manager (French)</td>
</tr>
<tr>
<td><strong>Company Description</strong>:</td>
<td>Events &amp; Entertainment Company</td>
</tr>
<tr>
<td><strong>Location</strong>:</td>
<td>Plymouth</td>
</tr>
<tr>
<td><strong>Stay duration</strong>:</td>
<td>6 to 12 Months</td>
</tr>
<tr>
<td><strong>Start Date</strong>:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

**Job Description:**
The candidate will be expected to work with the management team and develop, establish and maintain event product marketing strategies in order to meet organisational objectives. Provide effective management of the logistical, marketing, advertising and promotional activities of the organisation. Tasks and responsibilities will include:

- Manage and co-ordinate all logistics, marketing, advertising and promotional staff and activities
- Conduct market research to determine market requirements for existing and future products
- Analysis of customer research, current market conditions and competitor information
- Develop and implement marketing plans and projects for new and existing products
- Manage the productivity of the marketing plans and projects
- Develop strategies for the events side of the business and implement in the chosen marketplace
- Play a key part in the organisation of poker events
- Develop relationships in the chosen international market
- Determine and create a marketing budget
- Develop pricing strategy

**Essential requirements:**
- Excellent written and spoken English
- French language skills written and spoken to a Native/Fluent level
- Studying for a relevant Masters or Degree
- Customer and market analysis
- Experience with relevant software applications, website CMS and IT literate
- Excellent written and verbal communication skills with a mature, professional and persuasive attitude
- Team-leadership and a good team player
- Facebook and twitter literate as well as knowledge of social networking

**Desirable attributes:**
- Any other language skills would be a strong advantage
- Previous experience in a similar environment would be beneficial

**Company activity:**
With many years of experience this company offers services both live and online to venues across the UK, Europe and into the USA and are dedicated to providing friendly, fun and affordable entertainment.

**Remuneration details:**
- Allowance of £750 a month will be provided to assist with accommodation and subsistence costs.
Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>LOV 12 - 10046</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Event Marketing Manager (German)</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Events &amp; Entertainment Company</td>
</tr>
<tr>
<td>Location:</td>
<td>Plymouth</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>6 to 12 Months</td>
</tr>
<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

**Job Description:**
The successful candidate should be career focused, willing to travel and if possible, have additional language skills. The candidate will be expected to work with the management team and develop, establish and maintain event product marketing strategies in order to meet organisational objectives. Tasks and responsibilities will include:

- Manage and co-ordinate all logistics, marketing, advertising and promotional staff and activities
- Conduct market research to determine market requirements for existing and future products
- Analysis of customer research, current market conditions and competitor information
- Develop and implement marketing plans and projects for new and existing products
- Develop strategies for the events side of the business and implement in the chosen marketplace
- Play a key part in the organisation of poker events
- Monitor, review and report on all marketing activity and results
- Develop pricing strategy
- Liaison with media and advertising

Please note - for the right candidate/s there may be the opportunity to travel overseas.

**Essential requirements:**

- Excellent written and spoken English
- German language skills written and spoken to a Native/Fluent level
- Excellent interpersonal skills; Customer and market analysis
- Experience with relevant software applications, website CMS and IT literate
- Excellent written and verbal communication skills with a mature, professional and persuasive attitude

**Desirable attributes:**

- Any other language skills would be a strong advantage

**Company activity:**

- With many years of experience this company offers services both live and online to venues across the UK, Europe and into the USA and are dedicated to providing friendly, fun and affordable entertainment.

**Remuneration details:**

- Allowance of £750 a month will be provided to assist with accommodation and subsistence costs.

Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>RUM 1 - 10100</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Marketing &amp; communications Intern (Campaigns)</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Health promoter</td>
</tr>
<tr>
<td>Location:</td>
<td>London</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>6 to 12 months</td>
</tr>
<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
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</tbody>
</table>

Job Description:
This internship requires a bright and enthusiastic individual seeking to gain an insight into the marketing function of a national health charity. There will also be the opportunity to carry out specific projects for the right person. Key tasks will include:

- Assist the Head of Business and Service Development in the development, implementation and ongoing evaluation of the Companies Marketing Plan
- Conduct research on current trends of charity, health & social care, voluntary sectors
- Assist with designing, developing and implementing overall organization to the Companies brand awareness and brand communication strategy and activities throughout the year

Essential requirements:

- Excellent English, written and spoken
- Pursuing a degree in marketing or social/digital media or equivalent
- Outstanding writing skills, with the ability to write intelligent, creative and fun copy
- Experience of building audience through social networks (Twitter, Facebook, etc.)
- Working knowledge of CSM (HTML, Drupal, Joomla etc.) and CRM systems (Salesforce etc.)

Desirable attributes:

- Experience of public awareness campaigning or equivalent, with demonstrable skills in producing engaging communication materials
- Ability to sense emerging web trends and development

Company activity:

- The Company is recognized as the leading National health charity in England focusing on promoting health.

Remuneration details:

- A training allowance of £600 a month plus travel to/from work plus lunch each day will be provided to assist with accommodation and subsistence costs.

Reference: ROC 16 - 10112

Job Title: Research Associate Employee Background Checking

Company Description: Pre-Employment Background Checking Services

Location: Basingstoke, Hampshire

Stay duration: 6 to 12 months

Start Date: As soon as possible

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 5 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. 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
- Utilise an in-house database to track all activities in relation to job applicants
- Identifying problems with the process and seeking to resolve them in an efficient manner

Essential requirements:

- Fluent spoken and written English
- Native level of fluency in either and German, French, Italian or Portuguese (spoken and written)
- Successful candidates must be able to secure an Erasmus grant

Desirable attributes:

- Previous office based experience would be advantageous

Company activity:

- The company is a leading aviation Human Resources and Recruitment business. Their business help airlines and aircraft operators around the world recruit for Pilots, Cabin Crew and Head Office based staff

Remuneration details:

- You will receive a monthly allowance of GBP £700 to cover your accommodation and subsistence costs. 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.

Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>OTF 1 - 10160</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>HR &amp; Administration Assistant</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Business Process Outsourcing</td>
</tr>
<tr>
<td>Location:</td>
<td>Berkshire</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>6 months</td>
</tr>
<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

Job Description:
This is a wide ranging, varied, complex and responsible position. Key responsibilities will include:
• Implement updated systems and documentation across a wide variety of clients e.g. re writing HR policies, files, handbooks. Training will be given
• Communicate in both French and English with clients and service providers
• Manage the Moroccan company’s online bank account
• Collect and process relevant data for payroll from managers and assist the local Moroccan accountant with payroll and accounting
• Assist in recruiting new staff
• Compensation and benefits administration and record keeping
• Employee safety, welfare and health reporting
• Maintaining employee files and the HR filing system

Essential requirements:
• Fluent English written and spoken
• Native French
• Excellent communication skills
• Hard working
• Willing to learn
• Good organisational ability
• Respect the importance of confidentially
• Be able to work accurately, with good attention to detail
• Professional attitude
• Excellent computer skills with an understanding of Microsoft Office

Desirable attributes:
• Knowledge of Human Resources advantageous
• Previous experience in an office environment preferred

Company activity:
The Company has been well established for over three decades and has been evolving ever since
The Companies BPO services has been introduced two decades ago and it has evolved into an autonomous unit

Remuneration details:
A training allowance of £800 a month will be provided to assist with accommodation and subsistence costs
Placement Opportunity

Reference: SRE 10 - 10148

Job Title: Recruitment Resourcer

Company Description: IT recruitment solutions

Location: Warrington, Cheshire

Stay duration: 6 months

Start Date: Early 2013

Job Description:

These placement opportunities will be particularly interesting to candidates with an interest in Sales who may be considering a future career in the recruitment industry. For outstanding people there is a long term opportunity to open an office for Evolution in your home country. This is a professional sales role and is predominantly telephone based. Reporting to a Team Leader, tasks and responsibilities include the following:

- This role involves working alongside a Team Leader to help them place applicants in their jobs
- You will be responsible for finding and telephone interviewing suitable applicants for current job roles that your Team Leader is recruiting
- To be successful, you will need to effectively search our applicant database and advertise roles to find suitable applicants
- You will then pre screen applicants over the phone to ascertain their suitability for and interest in the role and also to generate leads from those applicants
- Your working day will be busy, fast moving and dynamic and you will undoubtedly find yourself juggling a variety of tasks at the same time

The role provides an excellent grounding to go on and become a successful recruitment consultant.

Essential requirements:

- Excellent spoken & written English
- Ability to be persuasive and sell in a consultative manner
- Successful sales experience

Desirable attributes:

- Knowledge of IT

Company activity:

- The Company is an established IT recruitment company (formed May 2000) and specialises in recruiting IT professionals for clients throughout the UK, Germany and Singapore

Remuneration details:

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

IT

Placement Opportunity

Reference: JEE 1 - 10149
Job Title: Web Designer
Company Description: Clothing Retailer
Location: North Wales
Stay duration: 6 to 12 months
Start Date: As soon as possible

Job Description:
Looking for an enthusiastic candidate who is not scared of a challenge. He/she must be a good people person, flexible, able to work both with other members of staff and alone, unsupervised. Punctual, honest and sincere. Key responsibilities will include:

- Total overhaul of an existing transactional website
- Building several non transactional websites reflecting different areas of our business
- Commence eBay selling, leading to setting up an eBay shop
- Commence selling on Amazon
- Looking after the day to day running and maintenance of all the above
- Optimizing all websites and other selling platforms online

Essential requirements:

- Excellent English, written and spoken
- Studying for a relevant degree
- Excellent IT Skills
- Must be able to build websites, both transactional and non transactional

Desirable attributes:

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

Company activity:

- A successful clothing and footwear retailer. They sell clothing to all ages

Remuneration details:

- A training allowance of £600 a month plus travel to/from work plus lunch each day will be provided to assist with accommodation and subsistence costs.

## Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>IFT6 - 10166</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Lift Programmer</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Lift Installation Company</td>
</tr>
<tr>
<td>Location:</td>
<td>Cheshire</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>6 months</td>
</tr>
<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

### Job Description:
- Development of our lift programmes which are written in C, visual C++ and C#.
- Conduct systems analysis, development and routine computer program maintenance.
- Develop in-house applications specifically designed for Ace Lifts.
- Ability to learn new technologies very quickly and resolve any problems involved in integrating new technologies.
- Experience using one or more programming languages: Visual Basic, SQL, HTML, Crystal Reports, ASP, AS/400 CL and others.
- Technical skills and competences Communication protocols such us CAN, LIN, I2C or serial. Video communications via VGA, IP, DVI, HDMI, TMDS, LVDS.
- Computer skills and competences Wide experience in using Microsoft Office Suite, Microsoft Windows, Adobe Photoshop, AutoCAD, 3DStudio, Linux, Windows XP Embedded.
- Experienced in basic Network concepts.
- Experienced with the Windows operating system and VHDL.
- Experience in using complex instrumentation systems.

### Essential requirements:
- Excellent written & spoken English skills
- Fluent in second European language
- Studying for a relevant degree
- Ability to multi-task
- High level of organisational skills
- Ability to work under pressure and prioritise workload
- Good Microsoft Office knowledge
- Good communication and interpersonal skills

### Desirable attributes:
- Previous experience in similar role

### Company activity:
- The company manufacture, distribute and maintain personnel and goods lift monitoring and control systems

### Remuneration details:
- A training allowance of £500 a month will be provided to assist with accommodation and subsistence costs. The Company will give you one day vacation per month and help you obtain ERASMUS funding if you come from outside the UK.

Placements Opportunity

Reference: POI 1 - 10162

Job Title: Junior Application Tester

Company Description: Software Development and Energy

Location: Hampshire

Stay duration: 6 to 12 months

Start Date: As soon as possible

Job Description:
This is an exciting opportunity to gain valuable experience within a dynamic, market-leading small business. This is a real job, with real responsibilities developing real time business critical decision support applications for the Energy Market. The successful candidate will operate as part of a team where their role will include:

- Analysis, interpretation, validation of User and System requirements to assist in the design, development of test cases and physical testing of the companies market leading SaaS offering.
- Design and specification of web application requirements, focusing on the Energy Trading, generation and supply market.
- Configuring, installing, monitoring and maintaining the company's computer systems, networks and applications.

Essential requirements:
- Excellent written and spoken English
- Experience with testing or developing software applications
- Knowledge and experience of software testing and testing methodologies
- Strong research and analytical ability
- Self-motivated, pleasant personality. Must enjoy working in a team and individually.
- Ability to communicate with accuracy and clarity in both verbal and written communications, especially with internal staff at all levels.
- Good understanding of MS Office tools, (Excel, Word etc) and the Internet is very important.

Desirable attributes:
- Knowledge of current internet standards and security
- Previous experience in a commercial office/business environment would be an advantage
- Portfolio of previous website projects that show level of work and expertise would be very advantageous

Company activity:
- The goal of the Company is to deliver innovative and intelligent solutions to meet customer needs.
- They provide Energy Trading Decision Support to some of the largest Energy Suppliers and Trading companies in the UK and abroad

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

**Reference:** POI 2 - 10163  
**Job Title:** Junior Application Developer  
**Company Description:** Software Development and Energy  
**Location:** Hampshire  
**Stay duration:** 6 to 12 months  
**Start Date:** As soon as possible

<table>
<thead>
<tr>
<th>Job Description:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>This is an exciting opportunity to gain valuable experience within a dynamic, market-leading small business. This is a real job, with real responsibilities developing real time business critical decision support applications for the Energy Market. The successful candidate will operate as part of a team where their role will include:</td>
<td></td>
</tr>
<tr>
<td>• Analysis, interpretation, validation of User and System requirements to assist in the design, development, coding and testing of the companies market leading SaaS offering.</td>
<td></td>
</tr>
<tr>
<td>• Design and development of VB and ASP.NET web applications focusing on the Energy Trading, generation and supply market.</td>
<td></td>
</tr>
<tr>
<td>• Configuring, installing, monitoring and maintaining the company's computer systems, networks and applications.</td>
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</tr>
</tbody>
</table>

**Essential requirements:**
- Excellent written and spoken English  
- Good understanding of MS Office tools, (Excel, Word etc) and the Internet is very important.  
- Excellent working knowledge of the VB.Net programming language, relational database principles and integration with database servers and the ability to code in VB.NET.  
- Experience with HTML, Javascript and CSS and ability to code websites in ASP.NET and VB.NET.  
- A strong ability to solve numerical problems and implement web based solutions with excellent attention to detail.

**Desirable attributes:**
- An understanding of SQL and the ability to write SQL statements to interact with a database.  
- Knowledge of software installations and support.  
- Search engine principles and optimisation knowledge  
- Knowledge of current internet standards and security  
- Portfolio of previous website projects that show level of work and expertise would be very advantageous

**Company activity:**
- The goal of the Company is to deliver innovative and intelligent solutions to meet customer needs.  
- They provide Energy Trading Decision Support to some of the largest Energy Suppliers and Trading companies in the UK and abroad

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

Placement Opportunity

<table>
<thead>
<tr>
<th>Reference:</th>
<th>MIT 19 - 10044</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Junior Developer (2 Positions)</td>
</tr>
<tr>
<td>Company Description:</td>
<td>Online community websites</td>
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<tr>
<td>Location:</td>
<td>Amersham</td>
</tr>
<tr>
<td>Stay duration:</td>
<td>5 months or longer</td>
</tr>
<tr>
<td>Start Date:</td>
<td>Within a month after selecting a successful candidate</td>
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</tbody>
</table>

Job Description:
The company is offering a placement opportunity for suitably qualified and motivated student. They are looking to significantly expand online traffic to their niche web community sites. Reporting to the Managing Director, the role has a mix of responsibilities around helping to build the next generation of the software driving the site and supporting our small team:

- Interpreting business requirements and technical specification documents to assist in the design, coding, and testing of the company's social media software suite
- Configuring, installing, monitoring and maintaining the company's computer systems and applications
- Working in a small office with a friendly atmosphere
- Hours of work – 40 per week, Monday to Friday

Essential requirements:

- Fluent written & spoken English skills
- Studying for a relevant degree
- Skills in one or more of Apache, PHP, Joomla or MediaWiki
- Good problem solving skills

Desirable attributes:

- Previous experience will be an advantage though not essential
- An interest or knowledge of toys and models

Company activity:

- The Company runs online community sites. Their first community is a web community for the €9 billion world-wide vintage and collectible toy community with these functions.

Remuneration details:

- A training allowance of £500 a month will be provided to assist with accommodation and subsistence costs. The Company will give you one day vacation per month and help you obtaining ERASMUS funding if you come from outside the UK.

## Reference:
TLA 9 - 10161

## Job Title:
Trainee Econometrician

## Company Description:
Energy Forecasting

## Location:
Central London

## Stay duration:
6 - 12 months

## Start Date:
As soon as possible

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**Job Description:**
As a Trainee Econometrician you will learn basic and intermediate methods of electric load forecasting model production, recalibration and maintenance. The process is computer and statistics intensive, with several automated tools to help with model production.

You will be office-based mainly in London but the position may include opportunities to work in the US with similar types of models. It may also include opportunities to accompany full-time staff for meetings with clients at their places of business. As a Trainee you will be required to learn and understand Unix and Windows command line interfaces for interaction with the software product.

If your traineeship is successful, full-time permanent positions are available with the organisation.

**Essential requirements:**
- Excellent/Fluent English – written & spoken
- Fluency in another EU language
- Intermediate understanding of statistical theory and/or econometrics
- Basic understanding of economics
- Must be willing to get involved in the sales process
- Good PC skills in a Microsoft windows operating environment
- Motivated work ethic with analytical skills and good at decision making

**Desirable attributes:**
- Advanced knowledge of statistical theory and/or econometrics.
- Intermediate or higher knowledge of economics.
- Basic understanding of statistical/econometric analysis computer software.
- Familiarity with UNIX computer environment and command line interfaces.
- Familiarity with programming languages such as FORTRAN, C++ and C#.
- Familiarity with database management such as MySQL and MS SQLServer
- Previous experience shall be preferred, especially if energy related.

**Company activity:**
- The company provides highly accurate load forecasting solutions to the electric and gas industries in both the US and Europe with the potential to expand worldwide.
- As a small and highly specialised organisation, we place a great emphasis on retaining and developing their staff.

**Remuneration details:**
- Allowance of £900 a month will be provided to assist with accommodation and subsistence costs.

Reference: KNR 17 - 10031

Job Title: Design Engineer

Company Description: Manufacturers

Location: Near Leicester

Stay duration: 6 to 12 months

Start Date: As soon as possible

Job Description:
This is an exciting opportunity for someone to be involved with a rapidly expanding design office. To assist in the continued expansion of a successful engineering firm and would suit an Engineering student. Your principal responsibilities and duties will be:

- Operate SolidWorks based system for the automated development of sheet metal flat pattern.
- To predominately work on a project to produce technical Assembly drawings in AutoCAD LT, under the Machine Shop Manager’s instructions/sketches
- To accurately measure components both from samples to produce technical drawings in AutoCAD LT
- To operate and coordinate measuring machine as required (training provided)
- To support efforts to develop the system across the company’s full range of products

Possible future career opportunity exists for student after their placement.

Essential requirements:
- Fluent English both written and spoken
- Studying for a relevant Masters or Degree or just graduated
- Understanding or experience with sheet metal manufacturing methods
- Solid foundation in both 3D and 2D design software packages
- Excellent inter-personal skills to develop relationships with customers, suppliers and production team as the effectiveness of your technical work will depend on the strengths of the relationships you build
- Clean driving licence with eligibility to drive in the UK

Desirable attributes:
- AutoCad skills usage in similar role
- Previous experience in a similar role or environment

Company activity:
- The Company is an approved Design and Production Organisation in the aviation sector

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