

New Placement Opportunities

Type: Marketing

Job Title: Northern Europe Business Development / Marketing (BSA 9)

Job Description:

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

Activities and responsibilities

The successful intern will work within the team, using his/her own initiative in consultation with the North European Business Development Executive. Their responsibilities strengthen the work being undertaken by the team in supporting the college's activities in Northern Europe, focusing on our German speaking, Benelux & Nordic markets.

The intern receives support and supervision from the North European Business Development Executive. However, they are required on a day-to-day basis to manage their own time, use their own initiative in completing and developing projects, and adapt their plans as the work develops and workloads change. They are also required to manage their own project list and develop tasks appropriately through project development.

Start Date: February 2012

Duration of Placement: 6 months

Location: Near London

Remuneration: Accommodation & other benefits (see full placement description for details)

Visit: <http://www.placement-uk.com/ops/job.php?id=1118&job=Northern-Europe-Business-Development/-Marketing>

Type: Marketing

Job Title: Export Sales & Marketing Assistant (ROV 14)

Job Description:

Working in a friendly and supportive environment, the successful candidate will play a key role in developing the company's internet presence in Spanish speaking countries. In addition to this you will provide telephone sales support. The tasks and responsibilities will include:-

- Customer liaison and telephone order processing
- Translation and posting copy to websites, general website administration
- Searching the internet for opportunities to improve web visibility
- Identifying and engaging in social media activity
- Link building
- Researching competitor websites
- Recording and administration of daily activity
- Internet and telephone order processing
- Other general office or administrative tasks as required
- Hours of work: 9am – 5pm, Mon – Fri

Essential requirements:

- Very good English – written & spoken
- Spanish language skills – written & spoken to a native level

Start Date: As soon as Possible

Duration of Placement: 6 Months

Location: Heywood, Greater Manchester

Remuneration: £600 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=1116&job=Export-Sales-&-Marketing-Assistant>

Type: Business admin/Management

Job Title: Business Administrative Support Assistant (INK 1)

Job Description:

This Placement is an exciting opportunity for a Business student who enjoys many aspects of Administrative work, such as finance, logistics, marketing, as well as some sales.

You will be expected to be an all-rounder and therefore a great deal of attention to detail is required as well as time management skills!

Your tasks and responsibilities will be:

Financial:

- Processing orders, invoicing customers and debt control
- Creating financial and statistical tools and reports
- Researching most cost effective ways of shipping product by constant comparison of costs

Logistics:

- Organising logistics for trade fairs and travel arrangements
- Managing the shipping of product around from China to UK and US and other parts of the world, including managing all necessary documentation and liaising with suppliers, freight forwarders/couriers.

Administrative:

- Filing, photocopying, scanning, sending and answering letters and e-mails
- Answering the phone and dealing with basic enquiries
- Organising sending of samples for customers
- Managing, organising and updating relevant data using database applications

Marketing/Sales:

- Identifying new sales leads and targeting business
- Organise and attend trade shows with sales manager and the MD

Start Date: January 2012

Duration of Placement: 6 to 12 months

Location: Central London

Remuneration: £700 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=1111&job=Business-Administrative-Support-Assistant>

Type: IT

Job Title: Ethical Hacking (HES 1)

Job Description:

The Company advises and deliver high level IT security consultancy to a wide range of business's including brand names, market leaders and prestigious international plc's. Established seven years ago, the company has seen unrivalled success in their niche market and continue to exceed growth expectations. Working within both the public and private sector the company delivers security solutions, manage and support customer environments, perform in-depth penetration testing and vulnerability scanning assessments as well as audit and consult on a wide range of Security requirements and regulations.

THE ROLE:

Reporting to the Technical Manager, you will be involved in running vulnerability assessments and security penetration tests, on live customer environments. These tests will consist of compliance vulnerability scans (For Payment Card Industry (PCI) requirements), Web Application Assessments, External infrastructure testing (inc Firewalls, VPN's, Mail servers, etc) and well as assisting the team on wider social engineering and internal assessments.

You will be fully trained with the aim of being responsible for testing work including documenting all exposures, and providing technical feedback to the client and the companies account management team.

The candidate will be also be given the opportunity to be involved in providing security support services within the companies helpdesk function as appropriate.

Start Date: As soon as Possible

Duration of Placement: 6 to 12 Months

Location: Heart of Warwickshire

Remuneration: £250 per WEEK

Visit: <http://www.placement-uk.com/ops/job.php?id=1114&job=Ethical-Hacking>

Type: Marketing

Placement UK, 12 Station Rd, Kenilworth, Warwickshire, CV8 1JJ

Tel: 0044 1926 511610 Fax: 0044 1926 864 222

WWW.placement-uk.com Email: admin@placement-uk.com

Job Title: Marketing & Sales Administration Manager (ABS 42)

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 & Sales Administration Assistant, and then be promoted to Manager, with responsibility to train the next student. It will suit a student looking to gain experience across a wide range of business areas. Specifically:

- Responsibility for putting our monthly member's magazine together. This is the main part of the job and is a big responsibility; you will do everything after the advertising deals have been closed; invoicing, preparation of order confirmation paperwork, chasing payments, advert contents and confirmations from clients, working with graphic designer, proofing adverts to clients for approval, sending amendments and the final advert back and forth, page and layout planning, credit control e
- Updating of web site advertising area: uploading and removing adverts, advising clients etc.
- Marketing and E-marketing: overseeing and executing targeted e-mail marketing campaigns to members and clients (using GroupMail Pro), finding new prospects etc
- Generally assisting and working closely with Managing Director and Sales Manager
- Liaise with members, clients and suppliers
- You will also receive training and further your skills in contemporary office software (Act!, Sage accounting, MS Office, Adobe Photoshop, GroupMail Pro)
- Many other day to day duties and activities

NB: You will spend 3 months in training as the Assistant under the tutelage of the Manager. (The Manager is also a student). Once the Manager leaves, you will automatically be promoted to Manager for the next 3 months, and you will have a new Assistant Manager for you to train and assist you.

Start Date: 3rd January 2012

Duration of Placement: 6 months

Location: Kenilworth, Warwickshire

Remuneration: £ 700per month

Visit: <http://www.placement-uk.com/ops/job.php?id=1007&job=Marketing-&-Sales-Administration-Manager>

Type: Marketing

Job Title: Export Sales & Marketing Assistant (ROV 13)

Job Description:

Working in a friendly and supportive environment, the successful candidate will play a key role in developing the company's internet presence in French & German speaking countries. In addition to this you will provide telephone sales support. The tasks and responsibilities will include:-

- Customer liaison and telephone order processing
- Translation and posting copy to websites, general website administration
- Searching the internet for opportunities to improve web visibility
- Identifying and engaging in social media activity
- Link building
- Researching competitor websites
- Recording and administration of daily activity
- Internet and telephone order processing
- Other general office or administrative tasks as required
- Hours of work: 9am – 5pm, Mon – Fri

Essential requirements:

- Very good English – written & spoken
- Native French language skills – written & spoken
- German language skills to a high level both written & spoken

Start Date: End of March 2012

Duration of Placement: 6 months

Location: Heywood, Greater Manchester

Remuneration: £600 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=1115&job=Export-Sales-&-Marketing-Assistant>