

New Placement Opportunities

Type: Logistics/Transport

Job Title: Project Assistant Operations (FTW 19)

Job Description:

This is a great opportunity to join a dynamic company and take part in a challenging project. The role is to assist the Operations Support Manager reduce the number of customer credits caused by errors in Order Taking, Order Input, Warehouse picking and Delivery.

This project will particularly suit a candidate who, as part of their course requirement, has to write up a detailed piece of work or project completed during their assignment.

This position involves the following tasks and responsibilities:-

- Completing the analysis to confirm what errors are creating credits
- Understanding why these errors are being made
- Making proposals to change procedures to remove the cause of these credits
- Work with the management team to implement these changes.
- Measuring the effect of these changes once they have been implemented
- Various other tasks within the Services Division (no coffee-making or copying)

Start Date: February / March 2012

Duration of Placement: 6 months

Location: Welwyn Garden City, Hertfordshire

Remuneration: £600 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=1129&job=Project-Assistant-Operations>

Type: Marketing

Job Title: Digital Marketing & SEO Assistant (KBR 1)

Job Description:

The company are looking for an eager placement student to assist with their business requirement analysis, digital marketing and web optimisation needs of their clients. This is a great role to be able to have contact with both clients and internal departments within this company and the opportunity to learn new skills.

Working in a small business such as this would reward the right candidate with getting involved and learning all aspects of this business from the initial consultation with the client through to the successful delivery of the finished project.

Tasks and responsibilities will include:-

- Analysing and writing business requirements of clients for different software projects to be relayed to the technical team
- Writing business content and description for our clients' products and services
- Using existing tools to analyse market trends (products, services, location specific, etc...)
- Analyse, monitor and report on our clients' competitors and markets and help formulate an appropriate marketing plan
- Help promote and market our clients' businesses through social networking sites such as Facebook and Twitter.
- Use existing tools to generate and send digital marketing materials
- Assist the technical team with business and requirement analysis for development of relevant tools and automation processes for digital marketing clients.
- Attend where appropriate client meetings with a team member
- Hours of work Monday – Friday, 09.00am to 18.00pm (with one hour for lunch)

Nb: Full training will be provided on all digital marketing tools used in-house

For the right candidate, there is the opportunity to attend and lead client meetings on their own

Start Date: Mid February 2012

Duration of Placement: 6 to 9 Months

Location: Brighton & Hove, East Sussex

Remuneration: £700 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=1128&job=Digital-Marketing-&-SEO-Assistant>

Type: Finance/Economics

Job Title: Trainee Econometrician (TLA 6)

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 Waterloo, London but the position may include opportunities to work in the US (Richmond, Virginia) 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.

Start Date: 1st July 2012

Duration of Placement: 6 to 12 months

Location: Central London

Remuneration: £900 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=1126&job=Trainee-Econometrician>

Type: IT

Job Title: Junior Software Developer (HTL 1)

Job Description:

This placement is a really exciting opportunity for a student to be part of a new business venture in a very current sector. You will be a key part of the team in developing the business. The company is looking for a student to develop, maintain and expand their mobile application portfolio. You will be working closely with the editorial, design and web teams to maintain and update existing mobile apps.

Reporting to lead developers your tasks will include:-

- Develop, maintain and expand the mobile application portfolio
- Liaise with internal departments to maintain and update existing apps
- Propose new ideas and present to the team
- Assist in writing specifications and creating new apps
- Ensure projects are managed/completed to timescales and budget
- Ensuring all projects are completed within business requirements
- Develop common interfaces
- Develop API's for content sharing
- Follow and adhere to agreed standards
- Carry out reviews of designs, test plans, program code and documentation
- Hours of work, Monday-Friday 09.00am – 17.00pm

Start Date: As soon as Possible

Duration of Placement: 6 to 12 Months

Location: London

Remuneration: £700 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=1108&job=Junior-Software-Developer>

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

Type: Marketing

Job Title: Marketing & Sales Administration Manager (ABS 43)

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 of April 2012

Duration of Placement: 6 months

Location: Kenilworth, Warwickshire

Remuneration: £ 700 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=1122&job=Marketing-&-Sales-Administration-Manager>

Type: Marketing

Job Title: Marketing & Administrative Assistant (IFT 2)

Job Description:

Reporting to the Director, the successful candidate will have the opportunity to make a significant contribution to the growth of the business. This is a classical marketing role and responsibilities will include:

- Market research through various media including internet, telephone.
- Search engine optimisation and possible web site updating.
- Follow up and making appointments by telephone
- Development of business via social network sites.
- The principal sectors for focus will be schools, colleges, hospitals, local government, housing associations and large commercial premises.
- Develop the relationship with prospective customers by producing and distributing weekly mail shots
- Compiling and maintain a customer database
- Assist with the creation of marketing literature
- Possibility of PR tasks during Trade Shows
- General administrative and reception duties as required.
- Hours of work Monday – Friday 08.30am to 17.00pm

Start Date: February 2012

Duration of Placement: 6 months

Location: Cheshire

Remuneration: £500 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=1057&job=Marketing-&-Administrative-Assistant>

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