

Placement UK is The European Undergraduate Placement Organisation, based in Warwickshire, England. We place European Undergraduate on internships in UK companies. Please Note that this is a FREE SERVICE to you and your school. For more information about all our placement opportunities, please visit our web site at: www.placement-uk.com

BUSINESS ADMINISTRATION

Placement Opportunity

Reference:	CTB 1 - 10071
Job Title:	Junior Account Executive
Company Description:	Consultancy
Location:	Bristol
Stay duration:	6 to 12 months
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	Mid September 2012

Job Description:

A crucial requirement of this role is the ability to establish good working relationships with the client, as well as developing and maximising growth opportunities. The key responsibilities will include:

- Working closely with the Account Manager you will assist in the preparation of tenders, proposals and quotes maintaining a costing and production schedule for each project
- Manage preparation and delivery of regular client collateral including posters, newsletters, websites and online updates etc and ensure delivery on time and on budget

NB: There may be opportunities for a full-time position after the successful completion of a placement

Essential requirements:

- Fluent written and spoken English
- Masters or Degree in related subject - Communications, PR, Advertising focus

Desirable attributes:

- Previous experience in a similar environment would be an advantage

Company activity:

- The company is a successful agency excelling in all aspects of internal communications and employee engagement.

Remuneration details:

- A training allowance of £695 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1210&job=Junior-Account-Executive>

Placement Opportunity

Reference:	NSL 2 - 10061
Job Title:	Export Sales Assistant
Company Description:	Manufacturer of lighting products
Location:	Portsmouth, Hampshire
Stay duration:	2 to 3 Months
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	Approaching application deadline!

Job Description:

Task will include:

- Direct contact to prospect and existing customers (mainly end-users)
- Preparation of translation of marketing materials (new product launches, e-shot, etc)
- Proactive telemarketing activities (in designated areas – mainly France & Spain)
- Preparation of translation of technical specifications of products in Spanish and/or French language.
- General admin and sales support in the workload given by Export Sales person
- Hours of work; 37.5 hours, Monday to Friday

Essential requirements:

- Fluent written and spoken English
- Business level written and spoken in both; French, Spanish
- Relevant study
- Friendly, confident and engaging personality
- Excellent customer service skills and telephone manners
- Able to work as part of a sales team
- Able to do commercial and technical translations as requested
- Interested in a technical engineering company

Desirable attributes:

- Technical acumen; be able to understand technical terminology would be useful
- Previous work/placement experience in similar role would be an advantage

Company activity:

- The Company has been manufacturing high quality lighting products for over twenty years

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=1171&job=Export-Sales-Assistant---10061>

MARKETING

Placement Opportunity

Reference:	SLR 1 - 10010
Job Title:	Online Marketing Executive
Company Description:	Marketing Agency
Location:	Surrey
Stay duration:	3 to 6 Months
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	Mid September 2012

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.

More details: <http://www.placement-uk.com/ops/job.php?id=1199&job=Online-Marketing-Executive>

Placement Opportunity

Reference:	ABS 46 - 10026
Job Title:	Marketing & Sales Administration Manager
Company Description:	Specialist Sales Recruitment Services, including Magazine, Web Site & Consultancy
Location:	Kenilworth, Warwickshire
Stay duration:	6 Months
Start Date:	2nd January 2013
Application deadline:	First week of December 2012

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:

- 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
- Databasing of all new enquiries and setting of sales activities (via Act!)
- Payment processing and bank reconciliations
- You will also receive training and further your skills in contemporary office software (Act!, Sage accounting, MS Office, Adobe Photoshop, GroupMail Pro)

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.

Essential requirements:

- Excellent written and spoken English
- Available 1st October until 29th March 2013
- Confident telephone manner
- Strong IT skills, MS Office etc

Desirable attributes:

- Preferably some work experience abroad
- Preferably some experience in administration

Company activity:

- The company is a small, dynamic UK market-leading company, established in 1993

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=1197&job=Marketing-&Sales-Administration-Manager>

Placement Opportunity

Reference:	ROV 17 - 10087
Job Title:	French Export Sales & Marketing Assistant
Company Description:	Sports clothing & footwear wholesale & retail distributor
Location:	Heywood, Greater Manchester
Stay duration:	6 months
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	5 th of October 2012

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 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

Essential requirements:

- Very good English – written & spoken
- Native French
- Good IT skills
- Professional telephone manner
- Confident & able to work independently as required

Desirable attributes:

- Interested in sports/dance or clothing
- Experience in a similar role or environment will help though not essential

Company activity:

- The Company is a manufacturer and distributor of specialist sports clothing and footwear and has become a leading UK and European supplier of dancewear and gymnastics clothing.

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=1220&job=French-Export-Sales-&-Marketing-Assistant>

Placement Opportunity

Reference:	BSA 10
Job Title:	Northern Europe Business Development / Marketing
Company Description:	Management & organisation development
Location:	Near London
Stay duration:	6 months
Start Date:	Within 1 - 2 months after selecting a successful candidate
Application Deadline:	Last week of September 2012

Job Description:

Working in the International Department of this European leader in management and organisation development. The intern will be expected to undertake a variety of additional responsibilities including:

- Support regional marketing/business development
- Support regional events/exhibitions
- Support the smooth day-to-day running of the region and meet any ad hoc requirements
- Database (CRM) work for the European market contacts including: cleansing, researching new contacts, updating existing records and maintaining data standards
- Assist with the research and organisation of travel/accommodation for staff involved in business development visits

Essential requirements:

- Excellent English written and spoken
- Excellent German written and spoken
- Some previous work experience in organisations (e.g. as an intern)
- IT proficiency in: Word, PowerPoint and Excel

Desirable attributes:

- Excellent Danish or Dutch language skills highly advantageous
- Some understanding of CRM databases

Company activity:

- The organisation is a European leader in management and organisation development.

Remuneration details:

- This internship is unpaid. However a furnished accommodation, transport to work, meals when at college, learning facilities and access to the Lifestyle Centre are provided free of any charge.

More details: <http://www.placement-uk.com/ops/job.php?id=1207&job=Northern-Europe-Business-Development/-Marketing>

Placement Opportunity

Reference:	SPA 11
Job Title:	Internet Marketing Executive / Business Administrator
Company Description:	Online furniture and home ware business
Location:	Windsor, Berkshire
Stay duration:	6 months or longer
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	Approaching application deadline!

Job Description:

Tasks and responsibilities will include:

- Management of online marketing including optimising the companies website to popular search engines and social network sites
- Management of content for the company ecommerce website
- Learn how to use content management systems to update websites (training and support will be given)
- Providing marketing support

Essential requirements:

- Fluent written and spoken English
- Masters or Degree in Marketing or Business with a specialisation in Marketing (particularly online focus)
- Strong computer skills and knowledge of SEO (search engine optimisation)
- Knowledge of online content management or web development (full training and support will be given)
- Creative
- Excellent attention to detail

Desirable attributes:

- Previous office experience would be a strong advantage
- Any knowledge of package Magento would be very useful
- Photoshop and some hosting knowledge is a plus
- Webmaster experience

Company activity:

- The Company sells furniture and homewares, imported from all over the Far East, via the web and a traditional retail outlet.

Remuneration details:

- 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=1176&job=Internet-Marketing-Executive-/-Business-Administrator>

Placement Opportunity

Reference:	RSS 14 - 10085
Job Title:	German Sales Assistant
Company Description:	World Leader in premium web feed advertising
Location:	Central London
Stay duration:	6 months or longer
Start Date:	Within a month after selecting a successful candidate

Job Description:

This company is the world leader in premium web feed advertising, representing about 800 renowned publishers across the globe.

The company is currently recruiting an intern to support the publisher management team. The team is responsible for signing deals with online publishers around the world while managing relationships with the members of the current client base.

This is a team role reporting directly to the Head of Publishing. The ideal candidate will be a quick learner and a very good communicator, proactive and self sufficient. The responsibilities will include supporting the team in the publisher acquisition process, provide customer service and manage existing publisher relationships. After a thorough training process the candidate will also actively engage into the publisher acquisition, conveying the advantages of our services to prospective clients and closing deals with important publishing partners.

The role will provide a great experience in business development and account management, which will be valuable for many future career paths.

Essential requirements:

- Excellent English written and spoken
- German written and spoken language skills preferably to a native level
- Excellent telephone communication skills and ability to communicate at different levels
- Cold calling experience or at least the having the confidence to do cold calling
- Ability to work with the MS Office package and motivation to acquire knowledge of further software essential to the company's business
- Quick learner

Desirable attributes:

- Previous experience in the area of digital marketing and advertising preferred

Company activity:

- The company is the global leader in premium web feed advertising, having won numerous awards for innovation and growth in the past two years.

Remuneration details:

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

More details: <http://www.placement-uk.com/ops/job.php?id=1217&job=German-Sales-Assistant->

FINANCE

Placement Opportunity

Reference:	NCD 3 - 10107
Job Title:	Finance Assistant
Company Description:	Integrated communications agency
Location:	Central London
Stay duration:	6 months
Start Date:	September 2012

Job Description:

Reporting to the Head of Finance, this role involves being part of a small but vital team, sitting in the heart of the agency. You work closely with team and liaise with many people across the agency. Tasks and responsibilities will include:

- Entering purchase invoices into the accounting system and coding to the correct job or nominal account
- Assure all invoices have an appropriate PO and approval
- Ensure that all freelance staff have the appropriate contract and produce reports on freelance expenditure
- Check expense reports have invoices to back up payment and that they have been approved by a manager
- Enter weekly timesheets into Paprika
- Produce various EXCEL reports to assist with job management

Other ad hoc duties as required. In this role you will be privy to commercially confidential information, related to prospective clients and to personnel, and therefore absolute discretion is required.

Essential requirements:

- Excellent verbal and written English
- Good Excel skills
- Ability to multi-task, meet deadlines and re-prioritise
- Pro-active and a team player – in this culture everyone gets involved to help each other

Desirable attributes:

- The perfect person will have experience of some or all of the above responsibilities
- Ideally have worked in a similarly fast-paced and creative environment

Company activity:

- The Company is one of the UK's leading Direct Marketing/Integrated Communications agencies. They pride themselves on being both creatively strong and strategically sharp.

Remuneration details:

- Allowance of £900 a month will be provided to assist with accommodation and subsistence costs. More details: <http://www.placement-uk.com/ops/job.php?id=1126&job=Trainee-Econometrician>

Placement Opportunity

Reference:	TLA 6
Job Title:	Trainee Econometrician
Company Description:	Energy Forecasting
Location:	Central London
Stay duration:	6 - 12 months
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	Approaching application deadline!

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
- Good PC skills in a Microsoft windows operating environment

Desirable attributes:

- Advanced knowledge of statistical theory and/or econometrics.
- 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.

Remuneration details:

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

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

ENGINEERING

Placement Opportunity

Reference:	TIA 4
Job Title:	Structural Designer
Company Description:	Aerospace Design
Location:	Coventry
Stay duration:	6 Months
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	10 th of September 2012

Job Description:

This is a great opportunity for a Mechanical Engineering Student.

You will be working with the Companies Structural Designers; your role will consist of the production of CAD Models and drawings for equipment/parts. The drawings will be used as a part of the Aircraft installation designs.

Your tasks will be, but are not limited by:

- Producing CAD models and drawings for equipments/parts
- Research into equipment installation manuals and drawings
- Mounting of components
- Creating training manual for future student
- 40 Working hours a week

Essential requirements:

- Excellent English, written and spoken
- Studying Mechanical Engineering degree or similar
- Strong 3D AutoCAD skills (or similar programme)
- Strong Solid works skills
- Strong organisational skills

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 £500 a month will be provided to assist with accommodation and subsistence costs.

More details: <http://www.placement-uk.com/ops/job.php?id=1200&job=Structural-Designer>

Placement Opportunity

Reference:	FTW 22 - 10094
Job Title:	Project Assistant Operations
Company Description:	Food Marketing and Distribution company
Location:	Welwyn Garden City, Hertfordshire
Stay duration:	6 months
Start Date:	Within a month after selecting a successful candidate
Application Deadline:	Last week of September 2012

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 optimizing the company's processes.

- The intern will take responsibility for their own project within the company "repack area" and will
- Analyze the rework area processes and work flow
- Advise on the purchase of new equipments
- Make proposals to improve efficiency of the area
- Propose a new internal charging process to recover overhead costs
- Work with the repack area team to implement these changes

The candidate will also participate in the project started by the previous intern aiming to improve internal processes and so reduce the number of credit notes.

This placement will particularly suit a candidate studying for an Engineering / Production Masters or Degree

Essential requirements:

- Very good written and spoken English
- Studying for an Engineering or Production related Masters or Degree
- Excellent communication skills and ability to communicate at all levels
- Analytical in approach; Good Microsoft Office and IT skills

Desirable attributes:

- Previous experience within the field of Industrial engineering or production management would be beneficial, but not compulsory

Company activity:

- The company is a distribution and marketing company of Oriental, Caribbean, Mexican and American foods within the UK and Europe.

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=1226&job=Project-Assistant-Operations>