

## New Placement Opportunities

### Type: Business Admin/Management

#### **Job Title: Business/ Events Manager (SKM 2)**

#### **Job Description:**

This is a fantastic opportunity for a young, dynamic and enthusiastic candidate with proven experience as a PA and office administrator/project manager.

Your daily tasks involve:

- Planning and Organizing events, meetings and operational tasks
- Drafting letters and Emails to management, Clients and Customers
- Compiling reports in English with relevant results and research material as required
- Drafting plans and new Ideas for Management as well as recommendations when required
- Problem Solving, analyzing and summarizing information as required
- Careful proof reading ability
- Communicating effectively and regularly with new and existing clients as well as management
- Assisting in the organisation of client events and auctioning minutes to meetings
- Compiling and producing an accurate client programme and evaluation report
- Assisting in new business opportunity proposals as directed by management
- Assisting management in course programme design, material and project/action plans
- Assisting management in scheduling new courses and updating website
- Packing and Unpacking of course material for events
- Assisting in carrying out course checklist
- Dealing with Invoices, chasing payments and basic accounting issues
- Maintaining and updating the online learning environment
- Regular communication with key clients and updating client database
- Answering phone calls, and other communication in a clear and polite manner in relation to clients requests and marketing
- Providing progress reports during meetings on clients, marketing and events
- Communication with potential clients and other stakeholders is recorded accurately
- Participating in operational team and programme meetings and taking minutes

**Start Date: February or Early March**

**Duration of Placement: 6 to 12 Months**

**Location: Essex**

**Remuneration: £ 500 per Month**

**Visit: <http://www.placement-uk.com/ops/job.php?id=825&job=Business/-Events-Manager>**

**Type: Business Admin/Management**

**Job Title: Business Administration Support (SGS 2010)**

**Business Administration Placement Scheme:**

This business administration placement offers an excellent opportunity for real hands on experience at all levels within a dynamic UK National company. You will be providing administrative support working in all areas of the business with the ability to specialise within certain departments Finance, Marketing, Data Systems & HR. We are a rapidly expanding company moving into the area of Facilities Management with Tier 1 supplier agreements with specialised knowledge in the Security Industry (SIA)

**Key responsibilities and tasks will include:**

- Client & Supplier Systems & Relationships
- Employee Systems & Relationships (300 Employees)
- Financial Management Accounting
- Data Production & Analysis
- Process Development & Implementation (ISO9000)
- Company Wide Project's
- General Office Administration

**Current Company Projects:**

- Marketing – Group Branding
- Sales – Product Portfolio Pipeline
- Finance – Company Budget Implementation
- IT – Systems Integration
- Client Project – Supplier Rationalisation
- Service Centre – SOP Process Development
- HR – Employee Induction Process

**Start Date: February, March, April, May 2010**

**Duration of Placement: 6 to 12 months**

**Location:** Swindon, Wiltshire

**Remuneration:** £625 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=677&job=Business-Administration-Support>

**Type: Marketing**

**Job Title: Marketing Assistant (MIT 2)**

**Job Description:**

The company is offering a placement opportunity for suitably qualified and motivated students. They are looking to significantly expand online traffic to their niche web community sites. Reporting to the Managing Director, the roles have a mix of tasks and responsibilities all centred on building online traffic.

- Search Engine Optimisation
- Search Engine Marketing
- Social Media Marketing
- Email Marketing
- Co-ordination of volunteers
- Content Management
- Working in a small office with a friendly atmosphere
- Hours of work – 40 per week, Monday to Friday

**Start Date: March 2010**

**Duration of Placement: 4 months or longer**

**Location: Buckinghamshire**

**Remuneration: £500 per month**

**Visit: <http://www.placement-uk.com/ops/job.php?id=844&job=Marketing-Assistant>**

**Type: Marketing**

**Job Title: Research Associate (MIT 3)**

**Job Description:**

The company is offering a placement opportunity for suitably qualified and motivated students. They are looking to significantly expand online traffic to their niche web community sites. Reporting to the Managing Director, the roles have a mix of tasks and responsibilities all centred on building online traffic.

One of their main goals, however, is to build a Wikipedia-style online catalogue that is ultimately intended to include every toy and model ever produced.

The Company is using their own bespoke wiki software and requires that information be edited into a specific format for upload via spreadsheet. Information spreadsheets are submitted by volunteers from the site community, from manufacturers directly and created by ourselves and range in size from covering just one or two entries to thousands of items.

The role would suit someone with an interest in editing, sub-editing, data cataloguing or similar.

Responsibilities include:

- Sub-editing user-submitted spreadsheets for compliance with established conventions
- Where very large amounts of data need to be categorised, defining and optimising data categorisations for ease of use and amending user-submitted spreadsheets accordingly
- Creating category data spreadsheets from scratch
- Explaining the formatting requirements to users and assisting them with any queries or problems they encounter
- Assisting the marketing team with solicitation of volunteers from the collecting community for the provision of information
- Other editorial tasks around
- General Office Duties

**Start Date: March or April 2010**

**Duration of Placement: 4 months or longer**

**Location: Buckinghamshire**

**Remuneration: £500 per month**

**Visit: <http://www.placement-uk.com/ops/job.php?id=845&job=Research-Associate>**

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

Tel: 0044 1926 511610 Fax: 0044 1926 864 222

[WWW.placement-uk.com](http://WWW.placement-uk.com) Email: [admin@placement-uk.com](mailto:admin@placement-uk.com)

**Type: Sales**

**Job Title: Customer Services Advisor / Sales Support Executive (HFU 20)**

**Job Description:**

A challenging and rewarding role in a dynamic international environment to provide a comprehensive sales and customer support function, assuming responsibility for the efficient running of the sales administration function in line with the Company's Quality Management System. Reporting to the National Account Manager and working in a busy office environment, responsibilities and tasks will include:

- To answer incoming enquiries, establishing the customer's needs and converting these into sales
- Telephone account management, responding to customer enquiries and processing orders both over the telephone and online via email and e-support web based system
- To complete all necessary inquiry and Rental Agreement administration accurately and neatly (database and hard copy as appropriate).
- To ensure that all quotations are up to date and are dispatched to the client on a same-day basis.
- To ensure activity reports are provided to Head Office as necessary.
- To remain friendly, polite and efficient at all times to ensure that the Company's goal of total customer satisfaction is achieved at all times for both clients and company personnel.
- New open plan bespoke office environment with excellent facilities.
- Hours of work will be 9.00am- 5.30pm Mon- Fri.

**Start Date: As soon as possible**

**Duration of Placement: 6 months or longer**

**Location: York**

**Remuneration: £600 per Month**

**Visit: <http://www.placement-uk.com/ops/job.php?id=842&job=Customer-Services-Advisor-/-Sales-Support-Executive>**

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

Tel: 0044 1926 511610 Fax: 0044 1926 864 222

[WWW.placement-uk.com](http://WWW.placement-uk.com) Email: [admin@placement-uk.com](mailto:admin@placement-uk.com)