

New Placement Opportunities

Type: Marketing

Job Title: Social Media Analyst - Dutch (ICK 2)

Job Description:

The Company is one of the top ten internet marketing agencies in the UK, with a turnover of £9.2m and over 41 staff. You will be working in a vibrant and friendly environment within a team of young enthusiastic people. The company is fairly relaxed, however it also demands results.

Tasks & responsibilities will include:

- Searching the Internet for opportunities to improve clients Website visibility.
- Recording of results
- Regular meetings with Account Managers to discuss client performance and strategy.
- Identifying and engaging in social media activity, article and press release syndication, forums and blogs.
- Monitoring of Social Media platforms and Client Brand activity
- Researching competitor websites.
- Recording and administration of daily activity.
- Communicating and developing relationships with webmasters in UK and European regions.
- Hours of work, 40 hours a week

Start Date: As soon as possible

Duration of Placement: 6 months

Location: Leeds, West Yorkshire

Remuneration: £600 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=926&job=Social-Media-Analyst---Dutch>

Type: Engineering

Job Title: Technical Assignment (PLW 4)

Job Description:

This is unique opportunity for a student to contribute to the development of this company. This is a one-off short term project to complete a technical dossier for the French authorities and needs to be undertaken for the company to assist in their entry to the French market. Tasks and responsibilities will include

- Complete a series of technical questions (in French and English)
- Source answers for the dossier by referring to company own documents, literature and relevant personnel as required
- Make contact with PIA institute in Germany to clarify CEREB requirements for the dossier as necessary
- Office based at the company head office and manufacturing site
- Hours of work 37.5 per week.

Essential requirements:

- Fluent English, written and spoken
- Native French, written and spoken
- Studying a Masters or Bachelor Degree in either Chemical Engineering, Physics, Bio-Physics, Chemicals
- Strong understanding of technical phrases, terms and information

Start Date: 1st October 2010

Duration of Placement: 3 months

Location: Waterlooville, Hampshire

Remuneration: £700 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=935&job=Technical-Assignment>

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: Export Sales & Marketing Assistant (ROV 6)

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 and 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

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=884&job=Export-Sales-&-Marketing-Assistant>

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

Type: Business Admin/Management

Job Title: Front Desk Manager (NAS 13)

Job Description:

The job involves being the heart and soul of the office, ensuring that clients and visitors get a great first impression of the agency and a great experience when they visit; the Company's staff have everything they need to do the job properly and the building 'works'. You'll need to be confident, energetic and have a lovely smile. You'll be kept busy, but you'll have a lot of fun too and work with really great people. Reporting to the Office Manager, tasks and responsibilities will include:

- Front office is manned 5 days a week from 8:30am to 6:30pm (normally this will mean working 8:30am to 5:30pm)
- All visitors are greeted promptly in a professional, positive and courteous manner
- Key clients and frequent visitors are recognised and greeted by name
- The phone is answered promptly and in a friendly but efficient way
- Deliveries are received and goods moved on or put away as soon as possible
- Bikes and cabs are ordered promptly and correctly
- The meeting room diaries are properly managed and kept up to date
- Catering is organised promptly for meetings – this is typically tea/coffee biscuits, and sandwiches for lunch meetings.
- Stationery stores are kept tidy and clean and stock is replenished as necessary
- Assistance is given to all staff with photocopying and binding documents
- The telephone list is kept up to date and extensions renamed as necessary
- The photocopiers and printers are working, with cartridges being replaced and service personnel called out as necessary

Start Date: 4th of October 2010

Duration of Placement: 6 Months

Location: Central London

Remuneration: £800 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=925&job=Front-Desk-Manager>

Type: Business Admin/Management

Job Title: Office Co-ordinator (GAC 36)

Job Description:

This placement will provide excellent experience in Office Management in a real job. The role has several elements that include Office Specific Tasks, Customer Service and Game Testing Tasks. Reporting to the Customer Service Manager, tasks and responsibilities will include:

Office Specific Tasks

General:

- Reception duties. Meet and greet visitors to the office.
- Maintain Courier Log and ensure all courier requests are pre-approved by senior management and delivered in the most cost effective manner
- Maintain relationships with office suppliers and ensure competitive bidding is used when appropriate.
- Liaise with contractors for phone maintenance, alarm monitoring & office cleaning, maintenance and repair work
- Direct post, fax and incoming emails. Co-ordinate outgoing post
- Any general administration tasks as necessary

Finance:

- Direct all invoices/requests for payment to Payment Manager & assist Financial Director with ad hoc finance requests
- Prepare expense reports and ensure receipts are received and matched to corporate credit cards.
- Prepare basic financial reports from our database system to help track company KPI's

Personal Assistant:

- Organise meetings, appointments and travel. Co-ordinate senior management schedules
- Management of keys and access privileges to building and meeting rooms

HR/Recruitment:

- Organise the recruitment of new staff
- Devise and conduct office orientation/induction for new employees
- Participate in the development of employee policy handbook
- Arrange for health and safety equipment to be tested on a regular basis and to review and update health and safety policies
- Organising of corporate and staff social nights.
- Tracking office staff holidays and communicating staff absences to the appropriate manager

Customer Service

- Dealing, under direction from our customer services team, with complex queries and complaints on the telephone and by email.
- Process cheques for customer withdrawals
- Send merchandise/mailings to "key accounts" as required.
- Maintain merchandising inventory/security

Game Testing Tasks

- Playing games on the live site and reporting any anomalies or difficulties encountered
- Exploring the live site methodically, verifying links, text content etc
- Working hours are Monday to Friday 8.30am - 5.00 pm

Start Date: As soon as Possible

Duration of Placement: 6 to 12 months

Location: Central London

Remuneration: £800 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=914&job=Office-Co-Ordinator>

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