

New Placement Opportunities

Type: Marketing

Job Title: Portuguese speaking Sales & Marketing Assistant (RSS 9)

Job Description:

This company is the European leader in online RSS advertising, representing a number of renowned publishers in the UK, France & Germany. (BBC, Guardian, Le Monde)

They are currently recruiting interns to assist their media sales executives whose primary remit is to develop new business whilst managing and growing our existing.

This is a team role reporting directly to the sales executive and into both the Publishing and Sales Directors. The ideal candidates will be a forward thinker, adaptable and proactive to developing market trends. You will thrive in a fast-paced, always changing market place and have the drive to exceed all expectations.

Start Date: December 2009

Duration of Placement: 6 Months

Location: Central London

Remuneration: £ 800 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=800&job=Portuguese-speaking-Sales-&-Marketing-Assistant>

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: Business Admin/Management

Job Title: Order Management Co-ordinator (BUK 39)

Job Description:

- This is an excellent learning environment for a student of business, management, sales and marketing, and in particular for those wishing to gain experience within a dynamic, market-leading small business. It will suit a student looking to gain experience across a wide range of business areas. Working within a busy sales, marketing and sourcing office. This is a REAL JOB. It is fun, varied, complex, and highly responsible.
- You will be trained on how to successfully project manage orders and although you will be assisted by your team leader, you will be empowered to take responsibility of the management of orders.
- You will liaise with other teams within the business and learn how to manage clients and internal supply chains to ensure on time delivery at the high levels of service the company expects. These teams will support you in your customer orders.
- Day-to-day duties and activities will normally include, project managing current orders, supplier purchase ordering, liaising with domestic and overseas clients and suppliers on current orders, proofing orders, ensuring orders are completed and delivered on time, resolving problems fast and efficiently if they arise, keeping the project management database up to date and customer satisfaction research. There will be a requirement to deal with Invoices to clients and from suppliers, working closely with the Accounts team to ensure they have up to date information. You will also be required to develop current job management processes and procedures.
- We are a small but rapidly growing company that works as a close team, and we all get involved in everything. There are regular team and company lunches for successful team members.
- The successful candidate will work in a relaxed semi-formal office environment, Monday to Friday, 9.00 a.m. - 5:30 p.m.

Start Date: March 2010

Duration of Placement: 6 or 12 months

Location: Maidenhead, Berkshire

Remuneration: £50 per week +both accommodation and transport will be provided

Visit: <http://www.placement-uk.com/ops/job.php?id=662&job=Order-Management-Co-ordinator->

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: IT

Job Title: Customer Support Executive - French/Spanish (MAD 7)

Job Description:

Are you looking to expand your cultural and lingual horizon?

Do you want to expand your technical knowledge?

Are you interested in gaining a competitive advantage in a tight job market?

Would you like to spend time abroad in a friendly but challenging environment?

If you answered yes to any of these questions, then this may be the opportunity for you.

Our client's European Customer Care team is looking for applicants with good communication skills in French, Spanish and English to assist customers with their enquiries.

This multi faceted role includes:

- Hardware installation Debug
- BIOS and Driver setup assistance
- Warranty Handling and Coordination
- Knowledge base article creation/translation
- Project work depending on need and skill set

Depending on your Skill set, supported products include:

- Graphics hardware for PC's, workstations and laptops
- Desktop and Server Processors
- Embedded controllers
- Mathematical libraries
- Driver Software and tools
- Hours of work 9.00am – 5.15pm, Mon – Fri.

Start Date: January or February 2010

Duration of Placement: 6 to 12 months

Location: Frimley, Camberley, Surrey

Remuneration: £1125 per month (£350 will be deducted to cover accommodation provided by the Company)

Visit: <http://www.placement-uk.com/ops/job.php?id=812&job=Customer-Support-Executive---French/Spanish>

Type: Marketing

Job Title: Marketing Assistant (APA 1)

Job Description:

This placement role provides the opportunity to develop and implement communication tools, manage trade fairs/exhibitions and occasionally undertake market intelligence. The job holder will also support sales and marketing teams with specific customer initiatives and co-ordinate other marketing activities.

Reporting to the Marketing Manager, tasks and responsibilities will include:

- Corporate Profile and Brand Identity - assist in raising the corporate profile of the Company and create and sustain a global brand identity through communication and other tools.
- Exhibitions - fully organise the exhibitions that will promote the Company's products and services.
- Literature and sales aid - work with the individual sites and the design agency to create effective internal and external printed and electronic literature
- Public Relations - coordinate the activity that will effectively promote the Company through proactive Public Relations
- New Media/Intranet - assist with optimising and maintaining web sites and intranet. Assist with electronic newsletter implementation and mailing

Start Date: December 2009/January 2010

Duration of Placement: 6 to 12 months

Location: Wimbledon, London

Remuneration: £750 per month

Visit: <http://www.placement-uk.com/ops/job.php?id=804&job=Marketing-Assistant>

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: IT

Job Title: Customer Support Executive - German/French (MAD 8)

Job Description:

Are you looking to expand your cultural and lingual horizon?

Do you want to expand your technical knowledge?

Are you interested in gaining a competitive advantage in a tight job market?

Would you like to spend time abroad in a friendly but challenging environment?

If you answered yes to any of these questions, then this may be the opportunity for you.

Our client's European Customer Care team is looking for applicants with good communication skills in German, French and English to assist customers with their enquiries.

This multi faceted role includes:

- Hardware installation Debug
- BIOS and Driver setup assistance
- Warranty Handling and Coordination
- Knowledge base article creation/translation
- Project work depending on need and skill set

Depending on your Skill set, supported products include:

- Graphics hardware for PC's, workstations and laptops
- Desktop and Server Processors
- Embedded controllers
- Mathematical libraries
- Driver Software and tools
- Hours of work 9.00am – 5.15pm, Mon – Fri.

Start Date: January or February 2010

Duration of Placement: 6 to 12 months

Location: Frimley, Camberley, Surrey

Remuneration: 1125 per month (£350 will be deducted to cover accommodation provided by the Company)

Visit: <http://www.placement-uk.com/ops/job.php?id=813&job=Customer-Support-Executive---German/French>