

New Placement Opportunities

BUSINESS ADMINISTRATION:

Job Title: Centre Administrator (ALC 3)

An interesting opportunity for an undergraduate to gain valuable broad based experience in a role providing administrative and reception support to all day-to-day activities of a developing Business Centre. Reporting to and assisting the Centre Manager and working in a pleasant modern office environment. Responsibilities and tasks will include:

- Apply administration systems to support new and existing tenants and the management of the site
- Provide support to the marketing activities of the site
- Maintain Reception facilities to support tenants, prospective tenants and visitors
- Prepare invoices in respect of rented space and services provided
- Deal with enquiries, queries, complaints, correspondence & admin matters
- Support administration of in-house telephone system; maintain up-to-date records
- Support management of services provided by outside suppliers
- Assist with maintaining on-site security and adherence to fire safety procedures
- Ad hoc duties as required

Start Date: July 2007 for 6 months

Visit: <http://www.placement-uk.com/ops/job.php?id=317&job=Centre-Administrator>

Job Title: HR / Screening Coordinator (PRC 10)

This is an exciting opportunity to join an existing internship programme, working within a specialist human resources / recruitment environment. The company liaises with employers across Europe and the successful candidate will be responsible.

- Using the internet to research contact details for job applicants' previous employers;
- Phoning previous employers to establish the name and correct contact details for the right person to give employment references;
- Producing written reference requests and dispatching them by email, fax or post;
- Telephoning previous employers to request the prompt return of employment references in an acceptable format;
- Utilise an in-house database to track all activities in relation to job applicants and the progress of their employment references;
- Providing telephone advice to job applicants throughout their screening process;
- Identifying problems with employment references and seeking to resolve them in an efficient manner;
- Keeping the Directors informed of each job applicants' progress and highlighting any concerns within any employment references

Start Date: July/August 2007 for 6-12 months

Visit: <http://www.placement-uk.com/ops/job.php?id=314&job=HR/-Screening-Coordinator>

Job Title: HR / Screening Coordinator (PRC 11)

This is an exciting opportunity to join an existing internship programme, working within a specialist human resources / recruitment environment. The company liaises with employers across Europe and the successful candidate will be responsible.

- Using the internet to research contact details for job applicants' previous employers;
- Phoning previous employers to establish the name and correct contact details for the right person to give employment references;
- Producing written reference requests and dispatching them by email, fax or post;
- Telephoning previous employers to request the prompt return of employment references in an acceptable format;
- Utilise an in-house database to track all activities in relation to job applicants and the progress of their employment references;
- Providing telephone advice to job applicants throughout their screening process;
- Identifying problems with employment references and seeking to resolve them in an efficient manner;
- Keeping the Directors informed of each job applicants' progress and highlighting any concerns within any employment references;

Start Date: September 2007 for 6-12 months

Visit: <http://www.placement-uk.com/ops/job.php?id=315&job=HR-/-Screening-Coordinator>

Job Title: General Executive (BAS 2)

An excellent placement opportunity to develop a range of skills and an understanding of an independent import, sales and distribution business. The role will appeal to a Business Administration student and give good insight into all aspects of managing a business of this type. It includes finance (Purchase and Sales Ledger) as well as general administration and some sales involvement. Reporting to the Managing Director, tasks and responsibilities include the following;

- Accounts - sales/purchase ledger, credit management and bank reconciliation
- Stock ordering
- Bathroom showroom sales
- General office and administrative duties
- Ad hoc duties as required.
- Working alongside a team of 6-7 people in an office/showroom environment
- Hours of work will be 45 per week, flexible and negotiable, Mon-Sat.

During your first two weeks you will be guided through all the above tasks & responsibilities by the company's present student trainee who is returning to university.

Start Date: 4th June 2007 for 6 months +

Visit: <http://www.placement-uk.com/ops/job.php?id=311&job=General-Executive>

MARKETING:

Job Title: Marketing Assistant (Website project) (LIZ 1)

This exciting placement is to assist the Consumer Marketing Manager with Website redevelopment projects. The Company intends merge their two sites which are currently run on separate platforms and 3 languages/ regional versions. This is a Marketing project management role with scope to influence functionality, format, creative, copy and content. It is not an IT position. Tasks and responsibilities will include:

- Setting up all text files, product data and product imagery to be supplied to the web development agency.
- The direction of integration of these data files into the web frames and approval.
- Working with a new website development partner - day to day liaison, and ensuring that the critical path and budgets are adhered to.
- Setting up of the language version sites, German and Portuguese at first with French and Spanish later. This will mean working with the Company's partners abroad and liaising with them on a regular basis.
- International travelling is not anticipated at this stage; however some UK travel to the agency in London will be needed on a regular basis. All travelling cost will be covered.
- This would be an ideal project for an IT or Marketing communication student who wants to get some real hands on experience in a growing business need.

Start Date: July 2007 for 6-12 months

Visit: [http://www.placement-uk.com/ops/job.php?id=316&job=Marketing-Assistant--\(Website-project\)](http://www.placement-uk.com/ops/job.php?id=316&job=Marketing-Assistant--(Website-project))

ENGINEERING:

Job Title: Site Engineer / Assistant Materials Engineer (MTL 1)

A Construction or Civil Engineering student will gain essential practical experience in this role - it is not a theoretical exercise. Initially based on construction sites for training, it will then combine site work with assisting in market development in Germany and central Europe. The focus of the role will be on Site Engineer or Materials Engineer, depending on the skills and qualifications of the candidate. Reporting to the Materials Engineer, tasks and responsibilities will include:

- Assist in site supervision of concrete floor installations
- Assist in the training and support of a proposed Agent/Partner in Germany
- Assist in surveying and checking functions
- Hours of work will be flexible to suit workload
- **NB** This placement will involve considerable travel within England during training, and subsequently in Germany. The Company will arrange accommodation to facilitate this. Of course Sundays and most Saturdays will be available for the person to explore the area where they are based at that time.

Start Date: August 2007 for 6 months +

Visit: <http://www.placement-uk.com/ops/job.php?id=318&job=Site-Engineer/-Assistant-Materials-Engineer>

Job Title: Control / Software Engineer (CVD 1)

There are 2 placement opportunities with this innovative automotive driveline control software company. The roles will involve work on both R&D and client jobs in the area of control of transmission and driveline systems. Reporting to the Technical Director / Specialist, the successful candidates will be expected to support technical specialists and operate independently in a reasonable number of the following areas; Requirements capture Mathematical modelling using Matlab/Simulink &/or Ascet-SDAlgorithm design & implementation Low-level C-Code programming for embedded microprocessors (eg. MPC555, HCS12 etc.)Hardware-in-the-loop system set-up and operationTest rig and/or vehicle based control system testing & calibration Electronic system design and test Test rig and/or vehicle set-up and commissioning Hours of work 37.5 per week (unpaid overtime will be expected as appropriate)There are prospects to permanently join the team after the placement if there is mutual agreement

Start Date: June 2007 for 6 months

Visit: <http://www.placement-uk.com/ops/job.php?id=312&job=Control-/-Software-Engineer>

Amended Placement Opportunities

MARKETING:

Job Title: Marketing & Website Administrator (PWL 2)

This is an ideal placement for a 'hand-on' marketing communications student, with web design skills, who has an interest in the mobile phone market. Responsibilities will include:

- Liaising with the Managing Director and Sales Team
- Identifying areas of the business where marketing can provide support.
- Producing various items of marketing material to support the Sales Team
- Employing processes to measure success of marketing & campaign activities
- Reporting back results of marketing activities carried to MD & making recommendation based on results.
- Updating and ongoing development of company website

Start Date: May/June for 4-6 months

Visit: <http://www.placement-uk.com/ops/job.php?id=230&job=Marketing-&-Website-Administrator>

Job Title: Internet Marketing Assistant (LPP 1)

This is an interesting and varied placement in a young and innovative business. This will provide great practical experience in marketing generally, and internet marketing particularly. Flexibility will be required to fulfil any function to ensure the smooth operation of the Company as a whole. Working alongside a small, enthusiastic team, duties and responsibilities will include:

- Creating ebay listings, updating listings
- Photographing new items
- Liaising with web developer to refine existing websites.
- Following trends and coming up with new product ideas
- Helping to create new print designs
- Communication with customers by telephone and email
- Different marketing activities to increase sales
- Monitoring stock and placing new orders (contact with our supplier)
- Helping with order fulfilment
- Sharing packing duties with other employees

Start Date: May 2007 for 6 months

Visit: <http://www.placement-uk.com/ops/job.php?id=293&job=Internet-Marketing-assistant>