

New Placement Opportunities

NEW in Business Administration, Marketing, HRM, Finance and Sales

* Job Title: **Recruitment Service Coordinator** (DRO3)

A nice Placement is being offered. Working in a relaxed environment as part of a team hitting targets, the successful candidate will recruit all staff in line with Company procedure, maximise margins at every opportunity and utilise all available sources of labour to minimise cost of recruitment, undertake relevant administrative tasks & do lots more. Polish, Czech, Hungarian or other East European language skills would be required!

Start: As soon as possible for 6 months

Visit: <http://www.placement-uk.com/DRO3>

* Job Title: **Administrative Assistant** (MAC3)

A great opportunity to gain valuable experience in international B2B marketing and advertising is offered. The successful candidate will support the Executive Co-ordinator with a variety of tasks and responsibilities such as organising European events and workshops for the network, collecting, collating and circulating information electronically to member agencies worldwide.

Start: Flexible for 12 months

Visit: <http://www.placement-uk.com/MAC3>

* Job Title: **Financial Assistant** (PAM1)

This is a rare opportunity for the right person to play a pivotal role and learn almost every aspect about running an agency. The Company is looking for a very organised and efficient administrator. Adequate training will be provided. Reporting to the Proprietor, responsibilities and tasks will include:

- To take overall responsibility for the day to day office administration, keeping this organised and up to date.
- To generate accurate candidate profiles on the Company's database and to forward details to matching families and employers.
- To deal with customer enquiries and work on placements of au pairs and nannies as required

Start: As soon as possible for 6 to 12 months

Visit: <http://www.placement-uk.com/PAM1>

Job Title: **Management Assistant** (KAB3)

The successful candidate will be working with the management team on a variety of functions to include: supplier liaison, processing orders and planning for support attendance at motorcycle race meetings.

- Liaising with suppliers, both UK and EU, particularly Spain
- Processing orders received by phone, fax or email

Start: 1st week of August 2006 for 6 months.

Visit: <http://www.placement-uk.com/KAB5>

* Job Title: **Market Development Executive** (IOC1)

An interesting and challenging placement for a student studying land or property management with an interest ; knowledge of marketing or a marketing student with interest ; knowledge of property. Reporting to the Proprietor, responsibilities and tasks will include:

- To become familiar with the Company's successful strategy in UK.
- To develop the model to suit the Polish market.
- To identify & develop commercial opportunities in Poland.
- To liaise and broker arrangements & relationships with Local Authorities and Institutions In Poland...

Start: As soon as possible for 6 months

Visit: <http://www.placement-uk.com/IOC1>

* Job Title: **Junior Analyst** (NLC1)

This is a rare opportunity for the right person to play a pivotal role and learn almost every aspect about running an agency. The Company is looking for a very organised & efficient administrator. Adequate training will be provided. Reporting to the Directors, the successful candidate's responsibilities and tasks will include:

- To assist in the statistical analysis (using spreadsheets) of various financial time series
- To prepare risk management report for a small hedge fund (investment Management Company).
- To assist in contacting by email existing and potential investors.
- On a daily basis run spreadsheets and some statistics.

Start: June 2006 for 4 to 12 months

Visit: <http://www.placement-uk.com/NLC1>