

## New Placement Opportunities

\* Job Title: **Researcher/Administrator** (OPN2)

This is an interesting role that would suit a student studying a Business related subject. You will be a logical process driven individual with a good attention to detail and a confident telephone manner.

The recruitment industry has developed tremendously over the last few year and now uses the latest technology to identify and select the best qualified staff for client requirements. This role will give the candidate an enormous insight into the mechanics of market leading specialist recruiters.

Start: July 2006 for 6 months

Visit: <http://www.placement-eu.com/job.php?id=93&job=Researcher/Administrator>

\* Job Title: **Swedish Market Development Associate** (MGB10)

The candidate will primarily be responsible for developing the business into overseas markets, usually the student's native country. The project will involve the following: market research, commercial issues, identifying new experience products and sales opportunities, managing supplier relationships and marketing communications.

By working alongside colleagues and receiving on the job training, the candidate will become part of the team from day one

Start: July/August 2006 for 6 - 12 months

Visit: <http://www.placement-eu.com/job.php?id=85&job=Swedish-Market-Development-Associate>

\* Job Title: **Sales Support & Admin. Assistant (SSU1)**

This a great opportunity for an intelligent and eager individual to learn virtually every function within a growing UK business, in a friendly and mentoring work environment. The role combines sales support & administration with general office duties, with the opportunity for involvement in marketing and finance (subject to interest and skills). Reporting to the Office Administrator/Director(s), duties and responsibilities will include:

- Sales Support & Administration
- Maintain customer database and establish new customers on Sage Line 50
- Enter sales orders and chase information to complete orders appropriately and accurately
- Instruct warehouse to despatch orders and follow up as necessary
- Advise customers of order status
- Create invoices and credit notes
- Enter customer receipts and company payments
- Track faulty goods and process replacements...

Start: As soon as possible for 6 months

Visit: <http://www.placement-eu.com/job.php?id=90&job=Sales-Support-&-Admin.-Assistant>

\* Job Title: **Systems Programmer and Web developer (CSM6)**

An interesting and challenging role, providing sales and marketing support to a software company. The role involves:

- Building a good understanding of our products and services
- Responding to existing and potential customer queries by phone and email
- Providing some general administrative support
- Providing a telephone interface with clients and resellers
- Maintaining and updating information on company websites
- Researching potential new partnerships and resellers...

Start: Late sept/Early oct for 6-12 months

Visit: <http://www.placement-eu.com/job.php?id=63&job=Technical-Sales-&-Marketing-Assistant>

\* Job Title: **E-Commerce Sales & Marketing Executive (CFC1)**

An exciting placement opportunity to join a young and dynamic team of around 30 people, including undergraduates on placement, based in the heart of London. They are looking to expand their offering in a number of technical and commercial areas. Customer Management has been largely reactive to date and so they are now setting up a new team of Customer Managers to proactively communicate with players. This is a new role which encompasses a wide variety of responsibilities and which demands a number of different skills.

- Contribute to the design of a state-of-the-art customer management tool that will allow us to communicate with our online customer base in real time.
- Welcome all new users to the site via 1 on 1 chat and group chat in the lobbies.
- Assist new users with any issues they may have.
- Develop a community feel to the website by stimulating debate and chat.
- Promote new products and new deposit offers to existing customers
- Manage customer enquiries via live chat, e-mail or phone.
- Channel technical issues through our technical team for swift resolution.
- Assist the Customer Services Manager in the detection and prevention of any fraudulent activities or behaviour involving the Company's website and customers.
- Assist the Customer Services Manager in the testing of new products and services.

Start: August 2006 for 6 months

Visit: <http://www.placement-eu.com/job.php?id=86&job=Customer-Manager>

\* Sales & Marketing Assistant (GAC13)

The successful candidates will report to the Sales & Marketing Director. Various marketing activities including: search engine optimisation, affiliate marketing, email marketing, PR, Management Information System and reporting set-up etc.

- Candidates should have grounding in marketing.
- Help to expand the company into the US and European territories.
- Work environment: Young and successful pay to play games company, with good investor support.
- 2 positions available

Start: August 2006 for 6 months

Visit: [http://www.placement-eu.com/job.php?id=87&job=Sales-&Marketing-Assistant-\(2-positions-available\)](http://www.placement-eu.com/job.php?id=87&job=Sales-&Marketing-Assistant-(2-positions-available))

You can find all our other current opportunities on our website:

[www.placement-uk.com](http://www.placement-uk.com)

All applications should be made through the website only.

We are looking forward to hearing from you