

New Placement Opportunities

Job Title: Sales, Marketing & Office Administrator (FOF3)

- The successful candidate will work alongside the Owner in a varied role that will provide an excellent all round insight into the way a company operates. The candidate will be involved in all aspects of administering the business, from researching the marketplace to responding to enquiries from interested customers.
- Developing and maintaining relationships with customers in UK and USA and distributors in Europe, especially in France & Germany
- Processing sales orders received via telephone, email and website
- Updating production schedules to fulfil sales; ordering components from suppliers
- Maintaining customer records
- Overseeing of Purchase Ledger and Sales Ledger (computerised bookkeeping)
- Assisting at Trade Shows, meeting existing and potential clients
- Customer service queries
- Managing the office in the absence of the owner...

Start: August 2006 for 6 months

Visit: <http://www.placement-eu.com/job.php?id=97&job=Sales,-Marketing-&-Office-Administrator>

Job Title: Sales Support & Marketing Assistant (MOF1)

A most interesting placement opportunity to work in a creative and innovative work environment with a Company that designs and supplies original and fun greetings cards and stationery. The role combines sales support & marketing functions with some customer service involvement. Reporting to the Director, duties and responsibilities will include:

- Handle sales enquiries received via email, telephone or website
- Develop sales prospects by mailing or emailing product information and telephone follow up
- Maintain customer database and establish new customers
- Process sales orders
- Carry out market research and intelligence gathering using internet and telephone
- Assist with the development of marketing strategies and collateral...

Start: July 2006 for 6 months

Visit: <http://www.placement-eu.com/job.php?id=96&job=Sales-Support-&-Marketing-Assistant>

Job Title: Administration & Marketing Executive (PUK16)

This is an excellent learning environment for a student of business, marketing and human resources, and in particular for those wishing to gain experience within a dynamic small business, and who may aspire to run their own company one day. The Administration & Marketing Executive is the driving force behind the company's general day-to-day operations. Tasks and responsibilities will include:

- Assisting the Directors in most aspects of running the company including: Marketing, sales, web site maintenance, administration, plus other ad hoc projects and duties.
- Processing of student placement applications
- Updating opportunities on the web site
- Arranging candidate interviews
- Handling enquiries from clients and liaising with them
- Financial activities - invoicing, sales & purchase order processing, banking etc.
- Assisting in marketing campaigns to potential clients as well as universities and business schools, including advertising, direct mail, PR & exhibitions
- General office administration
- Develop skills in using Sage accounting software and ACT Professional - one of the world's most widely used Contact Management Systems...

Start: September for 6 months

Visit: <http://www.placement-eu.com/job.php?id=94&job=Administration-&Marketing-Executive>

Job Title: Marketing Executive (TRI4)

Reporting to the Managing Director, the successful candidate will be providing sales, marketing and administrative support. Responsibilities will include:

- Research for suitable candidates from online database
- Researching the UK and overseas market using a variety of sources; online, printed material & telephoning.
- Identifying new business opportunities at home and abroad.
- Assisting with marketing activities by identifying and developing new ideas for existing marketing material.
- Preparing and sending out marketing material.
- Use of online and company databases to research, conduct searches and update existing files.
- Some liaising with customers and clients.

- Assisting at trade shows...

Start: August for 6 months

Visit: <http://www.placement-eu.com/job.php?id=95&job=Marketing-Executive>

Job Title: Marketing & Merchandising Executive (CMG1)

This is an interesting placement assignment which gives an opportunity to make an important contribution to the development of the Company. The successful candidate will combine practical Market Research activities with Merchandising tasks to develop the marketing strategy of the business in the UK and Europe. Reporting to the Sales & Marketing Director, duties and responsibilities will include:

- Visit plumbers merchants and set up Point of Sale material
- Complete a market research questionnaire with the merchant.
- Analyse results from the survey and propose improvements within the Company's own structure and also improvements to their customers.
- Identify the most successful elements of the Company's marketing and merchandising strategy with a view to further developing this activity within the organisation
- Assist with replicating the marketing strategy in the Export side of the business.
- Working from the Office 2 days per week and visiting plumbers merchants throughout the UK, mainly in the South of England, for 3 days per week
- A company vehicle will be provided...

Start: As soon as possible 2006 for 6 months

Visit: <http://www.placement-eu.com/job.php?id=91&job=Marketing-&-Merchandising-Executive>

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

www.placement-uk.com

All applications should be made through the website only.

We are looking forward to hearing from you