

# New Placement Opportunities

## **NEW in Business Administration, Marketing, HRM and Sales**

### \* Job Title: **Design & Administration Assistant (IDC2)**

An excellent broad based placement in a dynamic and creative environment with the opportunity to gain valuable practical experience across the spectrum of graphic design, while assisting the small team with more general administrative tasks. Reporting to the business owner and working in a busy office environment alongside 3 hardworking people, responsibilities and tasks will include:

- Assisting with graphic design projects including:
  - Packaging
  - Advertising
  - Artwork
  - General office administration
  - Document control

Start: Sept 2006, 6 months or 12 months

Visit: <http://www.placement-eu.com/job.php?id=72&job=Design-&-Administration-Assistant>

### \* Job Title: **Sales, Marketing & Administration Assistant (CPI1)**

An opportunity for a Business student to get wide experience with a young and dynamic business involved with property investment in UK and internationally. The successful candidate will report to the Director and provide support to him for Sales, Marketing & Administration. Tasks and responsibilities will include:

- Speaking to existing & potential clients; providing property information verbally and by email.
- Taking property reservations
- Liaising with clients, solicitors & mortgage brokers when required
- Establishing and maintaining a client database
- Producing online/offline advertising literature using images & text provided
- Updating website using Content Management System
- Contact clients with "new releases" using email or telephone
- Setting up & maintaining filing systems

Start: July 2006 for 6 months

Visit: <http://www.placement-eu.com/job.php?id=73&job=Sales,-Marketing-&-Administration-Assistant>

\* Job Title: **Kindergarten Education Assistant** (BDN5)

Reporting to the Deputy Manager you will participate in providing a caring, safe, learning environment for children/babies and promote the child's physical, emotional and social development. Main duties will include:

- To assist in the provision of childcare activities including play, messy play, singing, reading, painting, dressing, outdoor play, P.E., meal times, toilet training and nappy changing.
- Maintain good standards of hygiene for all children/babies.
- Attend regular staff meetings/training programmes out of hours fund-raising events.
- Work as a team, building good relationship with staff, children and parents.
- Work towards "desirable outcomes" as prescribed by the DFEE under the Nursery Voucher Scheme.
- Promote the good name and reputation of the nursery both externally and through good relationships with parents and prospective parents.
- To carry out any other duties as may be reasonably required.

Start: September 2006 for 6 months

Visit: <http://www.placement-eu.com/job.php?id=10&job=Kindergarten-Education-Assistant>

\* Job Title: **Sales & Marketing Assistant** (CSP8)

The successful candidate will report directly to the managing director. Working for a small dynamic company, the student will be given real responsibility for the delivery of the company's products and services. He/she will develop a variety of skills as well as obtaining valuable experience in the daily running of an SME business. Responsibilities will include:

- Providing sales and administrative support to the MD.
- Supporting the External Sales team
- Supporting the sales order process from enquiry to delivery
- Supporting the Marketing & Operations Manager...

Start: Mid June 2006 for 6 to 12 months

Visit: <http://www.placement-eu.com/job.php?id=74&job=Sales-&-Marketing-Assistant>

\* Job Title: **Systems Programmer and Web developer** (TEC7)

Reporting to the Managing Director, this is a great opportunity to assist in the ongoing development of the company business systems. Responsibilities will include:

- Expanding in house systems to provide:
- Greater business systems automation
- Inter departmental integration
- Enhanced business agility through automation
- Greater management information through the use of Business Objects Crystal Reporting tools
- Web facing client applications to allow remote company users access to shared MySql Databases
- Enhanced customer services with further data & tracking made available to customers via web front ends to enable them to check status of orders, account etc.

Start: ASAP for 6 months

Visit: <http://www.placement-eu.com/job.php?id=78&job=Systems-Programmer-and-Web-developer>

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

This is an opportunity for an intelligent, self motivated individual who is looking to enhance their existing knowledge and acquire hands on experience in a real business environment. The successful candidate will report to the Managing Director and carry out the following tasks:

- Write SQL reports on a MySQL database to retrieve specific client and sales related information
- Collate and prepare data from sales database for e-mail marketing using MS Excel
- Capture digital images of new products for uploading to e-commerce website
- Edit images using software such as Photoshop OR Fireworks

Start: June/July 2006 for 3 to 6 months

Visit: <http://www.placement-eu.com/job.php?id=77&job=E-Commerce-Sales-&-Marketing-Executive>

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