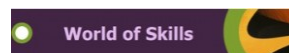




Placementmaker Ltd.



Placementmaker Limited: Architecture/Engineering/IT/Marketing/Business Internships

Placementmaker is a small international Vocational Education and Training company based near to Peterborough, in Cambridgeshire. Since 2006 we have been working with UK and EU universities to develop internship and study programmes to support students and graduates in gaining valuable international experience. We manage EU funded and commercial programmes both directly and on behalf of our University partners. For further details please see www.worldofskills.com

Internship description:

Through its World of Skills Programmes, Placementmaker Ltd is specialized in finding placement opportunities for students and graduates looking for internships in another European country, different from their own country of origin. We are actively searching for a placement candidate to perform the duties of: Architecture, Engineering, IT, Marketing, Sales, Business Administration, International Trade.

Host company:

A wide range of companies from different commercial backgrounds have signed up to this programme. Candidates will always be given further details about matching Host opportunities before their CVs are shared with our Host partners.

Qualifications:

The ideal candidates will be a University educated graduates or final year students with:

- Advanced English level
- Fluency in other EU language/-s
- Sense of responsibility, communicative, organized, friendly and welcoming

Duration: Ideally 4-6 months

Location: City of London, Cambridge, Birmingham, Nottingham, Norwich, Leicester, Peterborough, etc.

How to apply: Applicants should send a CV in English to placements@worldofskills.com

Other information:

Candidates staying 6 months may receive a small amount of additional support with costs, transferred by Placementmaker, subject to agreement and company funds.

We recruit for ourselves and other companies on a regular basis and interested applicants are welcome to submit their CVs all year round for present or future opportunities.



Placementmaker Ltd.



Placementmaker Limited: Programme Assistant

Company:

Placementmaker is a small international Vocational Education and Training company based near to Peterborough, in Cambridgeshire. Since 2006 we have been working with UK and EU universities to develop internship and study programmes to support students and graduates in gaining valuable international experience. We manage EU funded and commercial programmes both directly and on behalf of our University partners. For further details of the company and its internship and study programmes please see www.worldofskills.com

Internship description:

Intern will work within the World of Skills Team, organising 4-6 month paid placements for UK and EU graduates in UK companies. Key tasks of the position include:

- Support the development of international growth plans
- Develop and liaise with our partner network in target UK and EU markets, including initial and ongoing contact with host organizations and Universities (telephone and email), investigating opportunities for further collaboration
- Programme applicant and participant support (candidate information and application support, application saving/database)
- Advertising position profiles
- Recruitment, application and selection support activities
- Managing applications for specific international opportunities
- Creation or translation of enquiry emails, support with multi-lingual contracts, logistics, etc
- Additional commercial tasks in a variety of fields (administration, accounts, marketing, systems, web management) might be included if there was a business need and mutual interest

Qualifications:

The ideal candidate will be a University educated graduate or final year student with:

- Knowledge and/or interest in Human Resources, Customer Service, International Business or International Education
- Advanced English level
- Fluency in other EU languages would be an advantage
- Sense of responsibility, communicative, organized, friendly and welcoming

Duration: Ideally 4-6 months

How to apply: Applicants should send a CV in English to placements@worldofskills.com

Other information:

As the office is not easy to access via public transport (15min walk to bus) accommodation is pre-arranged in a quality shared flat, in the same building complex as the office. Costs would be £90-£95/week for a furnished good size room and would include all bills, internet access, etc. Candidates staying 6 months may also receive a small amount of additional support with costs, subject to company funds.