



**e-sourcing simplified.**

TICONTRACT is the leading web-based platform for logistics and freight tenders and the management of freight rates and contracts. Our team is made up of experts from all relevant fields: logistic experts, forwarding merchants, procurement managers and computer scientists. With our software, our customers optimize their processes in worldwide freight tenders and freight data management. Today, tens of thousands users like Audi, Goodyear, Beiersdorf, Nestlé and others work with our products.

Are you interested in a widespread, paid traineeship with international connections and introductions in logistics and software? Then we are looking forward to receiving your application!

We are looking for a German speaking

**trainee**

during a minimum period of 3 months in Kempten.

You are studying commercial languages, business administration, logistics or any similar subject and want to create your practical term as interesting and varying as possible?

**You** enjoy working with other people, you are customer-oriented, creative, you are working autonomously, team-oriented and you are speaking German and at least one foreign language fluently.

**We** offer you a positive and dynamic surrounding, where you are able to realize your ideas easily.

In our company trainees are fully integrated team members which are also charged with own projects.

Working with our company means interesting and responsible tasks as for example:

- Autonomous realization of sub-projects concerning the introduction of TICONTRACT for customers
- Translation of economic or company related texts
- Realization of international online trainings by phone
- Maintenance and support of existing national and international business relations

We are looking forward to your complete application including your cover letter, your CV and all relevant certificates by mail.



**Erasmus Student Work Placement  
at the Haute Ecole Provinciale de Hainaut-Condorcet (Belgium)**

<b>EMPLOYER INFORMATION</b>	
Name of organization	HEPH-Condorcet (higher education institution offering BAs and MAs in many subjects )
Address & post code	15 Chemin du Champ de Mars 7000 MONS - Belgium
Website	<a href="http://www.condorcet.be">www.condorcet.be</a>
<b>CONTACT DETAILS</b>	
Contact person for this placement	Mirella Di Renzo
Department and job title	International relations officer Student mobility coordinator
Direct telephone number	+32 (0) 65 324142
E-mail address	mirella.direnzo@condorcet.be
<b>PLACEMENT INFORMATION</b>	
Department / Function	International relations office
Description of activities	We are looking for <b>one</b> Erasmus placement grant holder to support the coordinator with all clerical duties linked to Erasmus and international students.
Location	Mons (Belgium)
Duration	From 3 to 6 months starting in January 2012
Accommodation	We can assist with finding accommodation OR student can make own arrangements
<b>COMPETENCES &amp; SKILLS</b>	
Languages	Very good level of French and English (minimum B2/C1) written and spoken. Knowledge of other European languages is a plus (for example, Dutch, Spanish, German, etc)
Other	Good telephone manners, excellent correspondence skills Organized and reliable
Desired profile	3 <sup>rd</sup> year student in Office Management
Computer skills	Independent user of Office, Excel, Access, Internet, e-mail, PPT

Fecha del aviso: 31/10/2011



## Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Aeroprofessional Ltd
Address inc post code	Network House, Basing View, Basingstoke, Hampshire RG21 4HG
Telephone	+44 (0) 1256 487 888
Fax	+44 (0) 1256 362986
E-mail	<a href="mailto:James.leung@aeroprofessional.com">James.leung@aeroprofessional.com</a>
Website	<a href="http://www.aeroprofessional.com">www.aeroprofessional.com</a>
Number of employees	11
Short description of the company	Aeroprofessional is an aviation recruitment specialist based in the UK serving airlines and aircraft operators around the world.
Other	

CONTACT DETAILS	
Contact person for this placement	James Leung
Department and designation / job title	Business Manager
Direct telephone number	+44 (0) 1256 487 888
E-mail address	<a href="mailto:James.leung@aeroprofessional.com">James.leung@aeroprofessional.com</a>

Please provide as much information on the placement as possible – too much information is better than not enough!

<b>PLACEMENT INFORMATION</b>	
Department / Function	Recruitment
Description of activities	<p>The successful applicant can look forward to working in a dynamic Human Resources company where they will make a major contribution to the business.</p> <p>Our Recruitment Researchers help to find and place aviation job-seekers with our clients around the world. This includes airline pilots, cabin crew and other aviation workers. Due to the highly competitive nature of our industry, our teams work against challenging targets and very tight timeframes.</p> <p>Tasks and responsibilities for this internship will include:-</p> <ul style="list-style-type: none"> <li>• Searching through our internal candidate database for matching CVs;</li> <li>• Using various external databases provided by specialist third parties;</li> <li>• Networking with candidates to obtain recommendations and contacts for active job-seekers;</li> <li>• Placing job adverts with a range specialist aviation media, including websites;</li> <li>• Liaising with other airlines / aircraft operators with regard to possible surplus staff.</li> <li>• Dealing and responding to candidate email enquiries</li> <li>• Telephone interviewing candidates – checking for their suitability for the role</li> <li>• Carry out telephone referencing calls for our candidates with suitable referees</li> <li>• Gathering and compiling applicant documents</li> </ul>
Location	Basingstoke, UK
Duration	Starting Jan 2012 / Feb 2012. Minimum 6 months
Working hours per week	Monday to Friday, 0830 – 1730
Accommodation (please select)	<ul style="list-style-type: none"> <li>➢ We can assist with finding accommodation</li> <li>➢ Student to make own arrangements</li> </ul>
Details of financial and “in kind” support to be provided	GBP700 financial support provided per month
Other	We will contribute 50% for up to 2 weeks of Bed and Breakfast costs for the initial accommodation of the Intern

<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	Fluent English
Computer skills and level of skills required	<ul style="list-style-type: none"> <li>• Excellent IT skills – must be a competent user of Microsoft Word, Excel, Outlook and Internet Explorer</li> </ul>
Drivers license	N/A
Other	<ul style="list-style-type: none"> <li>• Excellent organisation skills</li> <li>• Good work ethic</li> <li>• Respond well to tough targets</li> <li>• Able to work under pressure</li> <li>• Ability to communicate with internal staff at all levels</li> <li>• A friendly, positive can do attitude</li> </ul> <ul style="list-style-type: none"> <li>• Knowledge / interest in aviation, travel or world geography is a benefit</li> </ul>

<b>INFORMATION PROVIDED BY</b>	
Name	James Leung
Department / Function	Business Manager
E-mail address	<a href="mailto:James.leung@aeroprofessional.com">James.leung@aeroprofessional.com</a>
Phone number(s)	+44 (0) 1256 487 888
Date	26 <sup>th</sup> October 2011

Please return this form by email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

Fecha del aviso: 27/10/2011

**Communication Office of the University of Porto (Central Services)**

**Placement Offer**

<b>COMPANY</b>	<b>University of Porto</b>
<b>LOCATION</b>	Praça Gomes Teixeira

	4099-002 Porto  Portugal
<b>MAIN ACTIVITY</b>	Public University
<b>PLACEMENT OFFERED</b>	In the context of University activities directed towards the community, particularly school students:  > Assistance in the organization of events (e.g. Junior University, Annual University Exhibit, European Researchers' Night);  > Participation in school fairs;  > General administrative work (use of e-mail and telephone)
<b>STUDENT PROFILE</b>	Any area of study. Being from the science areas is considered an advantage, but is not obligatory.  Good English. Good knowledge of Portuguese.  Good computer skills.  Mature, responsible, organised, able to work on his/her own
<b>TYPE OF STUDIES</b>	Any
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate
<b>DESIRED SKILLS</b>	Interest in science communication is an advantage.  Basic computing skills (Microsoft Office).  Good public relations skills.
<b>LANGUAGE</b>	Fluent English – written and spoken  Good knowledge of Portuguese is necessary.
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	January/February 2012
<b>DURATION</b>	6 months (or more)
<b>SALARY</b>	No financial contribution
<b>GRANT (eg. ERASMUS or LEONARDO)</b>	To be considered by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: 135€ per month for undergraduated students and 275€ per month for graduated students (subject to availability) or in a flat to be shared with other students (average 170/200€ per student per month)

<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	<p>Paulo Gusmão Guedes, Communication Office</p> <p>University of Porto, Praça Gomes Teixeira</p> <p>4099-002 Porto Portugal</p> <p>Tel: +351 220408074</p> <p>E-mail: <a href="mailto:pgusmao@reit.up.pt">pgusmao@reit.up.pt</a></p> <p>University of Porto: <a href="http://www.up.pt">www.up.pt</a></p> <p>Junior University: <a href="http://universidadejunior.up.pt">http://universidadejunior.up.pt</a></p> <p>Annual University Exhibit: <a href="http://mostra.up.pt">http://mostra.up.pt</a></p>

Fecha del aviso: 27/10/2011

**INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO**

**PLACEMENT OFFER**

<b>COMPANY</b>	<b>University of Porto</b>
<b>LOCATION</b>	<p>Praça Gomes Teixeira</p> <p>Porto Portugal</p>
<b>MAIN ACTIVITY</b>	University co-operation and international relations
<b>PLACEMENT OFFERED</b>	<p>Assistance in the organization of events and of student mobility</p> <p>Maintenance of databases. General administrative support (use of e-mail, telephone, fax, filing)</p>
<b>STUDENT PROFILE</b>	<p>Any relevant discipline</p> <p>Good English. Knowledge of Portuguese is considered an advantage</p> <p>Good computer skills</p>

	Mature, responsible, organised, able to work on his/her own
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	Interested in international affairs  Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint, statistics)  Flexibility in approach to work  Capability of working in an international environment
<b>LANGUAGE</b>	Fluent English – written and spoken  Knowledge of Portuguese is considered an advantage
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	November/December
<b>DURATION</b>	6 month
<b>SALARY</b>	No financial contribution
<b>LEONARDO GRANT</b>	To be applied by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: 135 € per month for under graduated students and 155€ per month for graduated students (subject to availability) or in a flat to be shared with other students (average 175€ per student per month)
<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	Teresa Medeiros  International Officer for Incoming Mobility  International Office  University of Porto  Praça Gomes Teixeira  4099-002 Porto  Portugal  Tel: +351 220408056  Fax +351 220408183  E-mail: <a href="mailto:tmedeiros@reit.up.pt">tmedeiros@reit.up.pt</a>  url:www.up.pt

Fecha del aviso: 27/10/2011

**INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO**  
**PLACEMENT OFFER**

<b>COMPANY</b>	<b>University of Porto</b>
<b>LOCATION</b>	Praça Gomes Teixeira Porto Portugal
<b>MAIN ACTIVITY</b>	University co-operation and international relations
<b>PLACEMENT OFFERED</b>	Assistance in the organization of events and of student mobility Maintenance of databases. General administrative support (use of e-mail, telephone, fax)
<b>STUDENT PROFILE</b>	Any relevant discipline Good English. Knowledge of Portuguese is considered an advantage Good computer skills Mature, responsible, organised, able to work on his/her own
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	Interested in international affairs Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint) Flexibility in approach to work Capability of working in an international environment
<b>LANGUAGE</b>	Fluent English – written and spoken Knowledge of Portuguese is considered an advantage

<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	As soon as possible
<b>DURATION</b>	4/5 months
<b>SALARY</b>	No financial contribution
<b>LEONARDO GRANT</b>	To be applied by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: 135 € per month for under graduated students and 155€ per month for graduated students (subject to availability) or in a flat to be shared with other students (average 175€ per student per month)
<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	<p>Albino Oliveira</p> <p>International Officer for student mobility programs</p> <p>International Office</p> <p>University of Porto</p> <p>Praça Gomes Teixeira</p> <p>4099-002 Porto</p> <p>Portugal</p> <p>Tel: +351 220408093</p> <p>Fax +351 220408183</p> <p>E-mail: <a href="mailto:albino.oliveira@reit.up.pt">albino.oliveira@reit.up.pt</a></p> <p>url:www.up.pt</p>

Fecha del aviso: 13/10/2011

LEO-NET PLACEMENT OFFER 5306

**Assistant in research and development**

***Task description***

Assistance in R+D projects like

- Development project for environmental friendly acoustic insulation materials
- Development of natural insulation materials
- Development of natural composite materials for furniture industry
- Assistance in preparation of samples of the developed materials
- Assistance in preparation of technical documents for green building materials

Detailed information about the placement:

<https://leonet.joeplus.org/en/offers/4942>

**For a complete application, we need:**

- CV
- Motivation letter
- Date of possible start
- Possible duration of stay
- Information about a possible Erasmus or Leonardo da Vinci grant

Applications should be sent to: [application@catt.at](mailto:application@catt.at)

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Fecha del aviso: 13/10/2011

LEO-NET PLACEMENT OFFER 4942

**Research assistant in the field of engineering**

***Task description***

- Accomplishment of R&D sub-projects
- Recherche of the Scientific Papers
- Laboratory Experiments
- Results Analysis
- Results Presentation on Workshops
- Reporting
- Publishing of Scientific Papers
- etc.

Detailed information: <https://leonet.joeplus.org/en/offers/5306>

## For a complete application, we need:

- CV
- Motivation letter
- Date of possible start
- Possible duration of stay
- Information about a possible Erasmus or Leonardo da Vinci grant

Applications should be sent to: [application@catt.at](mailto:application@catt.at)

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Fecha del aviso: 11/10/2011

## INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO

### PLACEMENT OFFER

<b>COMPANY</b>	University of Porto
<b>LOCATION</b>	Praça Gomes Teixeira Porto Portugal
<b>MAIN ACTIVITY</b>	University co-operation and international relations
<b>PLACEMENT OFFERED</b>	Assistance in the organization of events and of student mobility Maintenance of databases. General administrative support (use of e-mail, telephone, fax)
<b>STUDENT PROFILE</b>	Any relevant discipline Good English. Knowledge of Portuguese is considered an advantage Good computer skills Mature, responsible, organised, able to work on his/her own
<b>TYPE OF STUDIES</b>	Any relevant discipline
	Undergraduate or postgraduate student

<b>LEVEL OF STUDIES</b>	
<b>DESIRED SKILLS</b>	<p>Interested in international affairs</p> <p>Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint)</p> <p>Flexibility in approach to work</p> <p>Capability of working in an international environment</p>
<b>LANGUAGE</b>	<p>Fluent English – written and spoken</p> <p>Knowledge of Portuguese is considered an advantage</p>
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	a.s.a.p.
<b>DURATION</b>	6 months (or more)
<b>SALARY</b>	No financial contribution
<b>GRANT</b>	To be applied by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: 105 € per month for under graduated students and 155€ per month for graduated students (subject to availability) or in a flat to be shared with other students (average 175€ per student per month)
<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	<p>Albino Oliveira</p> <p>International Officer for student mobility programs</p> <p>International Office</p> <p>University of Porto</p> <p>Praça Gomes Teixeira</p> <p>4099-002 Porto</p> <p>Portugal</p>

	Tel: +351 220408093 Fax +351 220408183 E-mail: <a href="mailto:albino.oliveira@reit.up.pt">albino.oliveira@reit.up.pt</a> url:www.up.pt
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Fecha del aviso: 11/10/2011

## INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO

### PLACEMENT OFFER

<b>COMPANY</b>	<b>University of Porto</b>
<b>LOCATION</b>	Praça Gomes Teixeira 4099-002 Porto Portugal
<b>MAIN ACTIVITY</b>	Public University
<b>PLACEMENT OFFERED</b>	In the context of Higher Education mobility programmes the internship aims at: <ul style="list-style-type: none"> <li>- Translating documents related to the implementation of the Erasmus Mundus Projects coordinated by the University of Porto (to French language);</li> <li>- Carrying out contacts with Partner Institutions, Scholarship Holders and Embassies in French language (by phone and email);</li> <li>- Supporting the preparation of events;</li> <li>- Assisting administrative procedures related to the implementation of the several Erasmus Mundus projects.</li> </ul>
<b>STUDENT PROFILE</b>	Any relevant discipline Good English and French. Knowledge of Portuguese/Spanish is an advantage. Good computer skills Mature, responsible, organised, able to work on his/her own

<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	Interested in international affairs  Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint)  Flexibility in approach to different work activities  Capability of working in an international environment
<b>LANGUAGE</b>	Fluent English and French – written and spoken  Knowledge of Portuguese and Spanish is considered an advantage
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	End of October/November
<b>DURATION</b>	3 to 6 months
<b>SALARY</b>	No financial contribution
<b>GRANT (eg. ERASMUS or LEONARDO)</b>	To be considered by the home institution (or country)
<b>ACCOMMODATION</b>	In the University's residences: 150 € per month for shared room and 200 € per month for single room (subject to availability) or in a flat to be shared with other students (average 200 € per student per month)
<b>DEADLINE</b>	Applications should include a CV and motivation letter. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	Albino Oliveira  International Officer for student mobility programs  International Office  University of Porto  Praça Gomes Teixeira  4099-002 Porto  Portugal  Tel: +351 220408093  Fax +351 220408183  E-mail: <a href="mailto:albino.oliveira@reit.up.pt">albino.oliveira@reit.up.pt</a>  url:www.up.pt



Fecha del aviso: 11/10/2011

## 2 offers for placement. University of Calabria

I would like to inform you that we are now able to host 2 student trainees in our Sector for the coming 6 months, one from mid October 2011 to March 2012 and the other from April 2012 to September 2012.

For these new placement offers we are looking for students who have good linguistic abilities in Italian and also a basic English knowledge. The main tasks to be developed are:

- 1) helping students and teachers by providing useful information on work and study opportunities abroad;
- 2) preparation of relevant documents for students who decide to go abroad for study or work purposes;
- 3) administrative work and secretarial support activities for our office staff. We have chosen your Universities, as special partners in Erasmus, and because we are sure that you will be able to find students who want to take advantage of this opportunity.
- 4) **Please let us know very soon** if you have students with the above characteristics who wish to develop a placement period in our university. We thank you for your kind collaboration always demonstrated during the years and look forward to hearing back from you soon. Kindest regards.

Dr. Franca Leonora Morrone  
LLP Institutional Coordinator  
Director of the Sector for Lifelong Learning  
University of Calabria  
Via P. Bucci  
I - 87036 Arcavacata di Rende (CS)  
Tel.: 0039 0984 492297; Fax: 0039 0984 493624;  
E-Mail: [international@unical.it](mailto:international@unical.it); [socrates@unical.it](mailto:socrates@unical.it)

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## Jobs and Internships - Malmö University

Joining us at Malmö University means working in a modern university, in the heart of a cosmopolitan Swedish city. We can offer a range of job opportunities, including administration, teaching and research jobs.

### Jobs and Internships at Malmö University

#### Internships

**Junior International Relations Officer - Closing Date 15th October 2011**

Malmö University has an opportunity for you to participate in the daily work of our busy international office. This is an Erasmus Work Placement, running from January to July 2012.

Please note that this position is open to all Erasmus students, not only Erasmus partner universities as we previously described.

Read more about the internship, and how to apply, [here](#) (pdf document).

International Secretary - Closing Date 30th October

*Studentkåren Malmö - The Student Union* offers a 3-month long (with a possibility of extension) Erasmus Work Placement running from January to April 2012.

Please note that this position is open to all Erasmus students, not only Erasmus partner universities.

Read more about the internship, and how to apply, [here](#) (pdf document)

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#### Jobs

We are not currently advertising any positions which are focused on international recruitment.

The complete list of jobs available at Malmö university can be found here:

[All jobs at Malmö University - in Swedish](#)

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## ERASMUS PLACEMENT OPPORTUNITY

RECEIVING INSTITUTION
University of Pavia - Faculty of Political Science - Registrar's office
Facoltà di Scienze Politiche- Segreteria di Facoltà-
Università di Pavia Strada Nuova 65

27100 PAVIA

<http://www-3.unipv.it/wwwscpol/>

#### DURATION OF POSITION

7 months from January 7th to July 31st 2012

#### EDUCATION AND QUALIFICATIONS

Must be a current student enrolled on a Bachelor or Master level degree course

#### MAIN RESPONSABILITIES

- Administrative support for the management of the Erasmus program
- Supporting development of information in English for international students
- Designing advertisements for the exchange programs and disseminating information
- Assisting with the orientation of outgoing students from the Faculty of Politics
- Preparation and support for welcoming and orientation session for new international students

#### SKILLS AND COMPETENCES TO BE ACQUIRED

Organizational and relational skills

#### LINGUISTICS REQUIREMENTS

Excellent English+ at least one major EU language (Spanish, French, German, Polish) (written and spoken)

#### OTHER REQUIREMENTS

Must show intercultural awareness

Proficient in Microsoft Office Applications

#### DEADLINE FOR APPLICATION

November 30th 2011

#### APPLICATION PROCEDURE

Students should submit their cv together with a covering letter describing why they would like to apply

Application should be sent to Dott. Salvatore Giglio [salvatore.giglio@unipv.it](mailto:salvatore.giglio@unipv.it)



# SG STEP PROGRAMME

## Santander Group Erasmus Training Exchange Programme at International Offices

### OFFER FORM

<b>University</b>	<b>Country</b>
Sapienza University of Rome	Italy
Department <b>International Office</b>	
Contact Person <b>Mattea Capelli</b>	
<b>Position</b> International Officer	
<b>E-mail</b> Mattea.capelli@uniroma1.it	
<b>Position offered</b> Internship at international office	
<b>Period of study (dates)</b>  September 2011-July 2012 (minimum stay 6 months)	
<b>Brief description of the tasks to be carried out</b>  The internship programme is normally on a full-time basis. Interns are expected to work five full days a week under the supervision of an experienced staff member  The intern will assist with the Erasmus Mundus/Leonardo Coordinators as well as provide administrative support for the other members of the International Office as appropriate. The intern will also support the activities of welcoming international and exchange students and scholars, providing information on visa procedures, residence permits, healthcare, university services etc.	
<b>Main responsibilities and duties</b> <ol style="list-style-type: none"><li>1) Answering routine enquiries regarding international matters and procedures; from students, academics, and senior management by email, telephone and in person</li><li>2) Deal with incoming and outgoing students</li><li>3) Assisting with the organization of orientation sessions for students participating on an exchange (incoming and outgoing)</li><li>4) Photocopying and scanning of documents. Ensuring databases are kept</li></ol>	

<p>up to date. Maintaining accurate records for incoming and outgoing exchange students</p> <p>5) Ensuring all required paperwork for students is complete for students participating on an exchange (incoming and outgoing)</p>
<p>Type of student to carry out these tasks</p> <p><b>Education &amp; qualifications</b> Must be a current student enrolled on a Bachelor or Masters level degree course. Must be proficient in English (spoken and written) A good command of Italian will be also recommended. Good computer skills in Windows Word, Excel and internet applications</p> <p><b>Interpersonal &amp; communication skills</b> Must be able to be diplomatic in problematic situations Must show intercultural awareness Must be able to deal with people at all levels</p> <p><b>Additional requirements</b> Ability to organize and deliver multiple priorities within tight deadlines. Ability to work successfully in a small team. Good communication skills, ability to work in multicultural environments. Problem solving skills and ability to work under tight deadlines. A working knowledge of EU-funded mobility programmes would be useful.</p>
<p><b>Financial conditions</b> Internships are unpaid, but academic credit may be arranged. We are able to accept the student intern on the Erasmus Work (Training) Placement Scheme (if eligible), enabling the student to receive an Erasmus Student Mobility Grant via their home University. Free Italian Language course and student canteen at reduced price available.</p>

Date: 26.7.2011

**LOS INTERESADOS DEBERÁN SOLICITAR EL IMPRESO DE PARTICIPACIÓN EN EL PROGRAMA "SG STEP PROGRAMME" DEL GRUPO SANTANDER DE UNIVERSIDADES EN LA ORI.**



# Placement offer for Erasmus students

## The project

The SmartVineyard™ project is a highly innovative project with the aim to minimize chemical consumption in viticulture using novel IT solutions. By utilising a wireless sensor network, and a software running on iPad, the spraying optimization can lead to a reduction of up to 30% in the use of fungicides and spraying costs.

The SmartVineyard™ project is being run by QuantisLabs Limited, a young, start-up company at the Budapest University of Technology and Economics in Hungary. After the successful introduction of the SmartVineyard™ sensor network in Hungary, now we are planning to expand globally. This is where You come to the picture!

For more information about the project visit our website at [www.smartvineyard.com](http://www.smartvineyard.com)!

## Requested profile

We are a group of young, enthusiastic, hard working students and entrepreneurs looking for similar Erasmus students to share the work on the international expansion. If you study business, economics, marketing, international studies, or similar and you want to work on a challenging, real start-up project, come and work with us!

## Expectations and tasks

We count on your help with some or all of the tasks listed below:

- starting market research in bigger wine producer countries
- searching and utilizing B2B opportunities
- business model development
- managing events, and looking for event opportunities
- developing and implementing marketing plan
- developing the vertical reseller system and managing sales activities
- establishing and managing relationship with key organizations and individuals
- organize on-line and off-line promotion

## Required language

English

## Duration offered

All year round.

## How to apply

Please send your CV and motivation letter to the [jobs@quantislabs.com](mailto:jobs@quantislabs.com) email address.

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### EMPLOYER INFORMATION

Name of organisation	Octopus Publishing Group
Address inc post code	Endeavour House Shaftesbury Avenue

	London WC2H 8JY
Telephone	0207 632 5400
Fax	0207 632 5405
E-mail	Erasmus@octopus-publishing.co.uk
Website	<a href="http://www.octopusbooks.co.uk">www.octopusbooks.co.uk</a>
Number of employees	
Short description of the company	Illustrated non-fiction publisher
<b>CONTACT DETAILS</b>	
Contact person for this placement	
Department and designation / job title	
Direct telephone number	
E-mail address	Erasmus@octopus-publishing.co.uk
<b>Application Procedure</b>	
Who to apply to (including contact details)	Apply with CV, funding info, covering letter etc to Erasmus@octopus-publishing.co.uk
Deadline for applications	July 31 <sup>st</sup>
Application process	
Other	

<b>PLACEMENT INFORMATION</b>	
Department / Function	Role: Social community and partnerships
Description of activities	<p>We need an enthusiastic and visually creative individual to support our marketing department. Your main tasks will be to manage our community of readers on social media, to help improve the visibility of our books on Amazon, and to edit videos. Ability to multitask, meet deadlines and proven office experience are essential.</p> <p>Main tasks:</p> <ul style="list-style-type: none"> <li>- social media activity - facebook and twitter mainly</li> <li>- market analysis</li> <li>- organising competitions</li> </ul>

	<ul style="list-style-type: none"> <li>- helping on marketing campaigns - emails, newsletters, websites</li> <li>- working with partners</li> <li>- videos (depending on experience, either shooting or editing)</li> <li>- Amazon</li> </ul> <p>Personal approach:</p> <ul style="list-style-type: none"> <li>•You should be energetic, positive and have a problem solving attitude.</li> <li>•Proven creative ability with good attention to detail.</li> <li>•Very strong communication &amp; influencing skills.</li> <li>•Versatile to working in a fast paced environment with tight deadlines.</li> <li>•A fast learning and well organised 'multi-tasker'.</li> </ul>
Location	Endeavour House Shaftesbury Avenue London WC2H 8JY
Start Date	August/September 2011
Duration	6-9 Months
Working hours per week	35hrs
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	This is an unpaid placement, starting in August/September, with a daily contribution towards travel expenses.
Other	Please note that only short-listed candidates will be contacted

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Excellent written and spoken English
Computer skills and level of skills required	High computer literacy and good understanding of social network sites such as facebook, twitter etc
Drivers license	Not needed
Other	



## PLACEMENT OFFER 4939

**Placement: Tissue culture / pharmaceutical treatment**

**Task description**

- Learning of the necessary cell culture techniques
- Routine task in cell culture laboratory: cell amplification, passaging, maintenance, etc.
- R&D project planning together with supervisor
- Conduction of a project in own responsibility

Detailed information: <https://leonet.joeplus.org/en/offers/4939>

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## PLACEMENT OFFER 4940

**Position: Marketing Assistant**

**Task description**

- Assistance in preparation of marketing documents
- Assistance in generation of international support programs, e.g. research of possible national and European grants for projects, which are planned by company; assistance in preparation for grant application,...
- Assistance in preparation of websites

Detailed information: <https://leonet.joeplus.org/en/offers/4940>

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## PLACEMENT OFFER 4942

**Position: Assistance in Research and Development**

**Task description:**

- Assistance in R+D projects like
  - Development project for environmental friendly acoustic insulation materials
  - Development of natural insulation materials
  - Development of natural composite materials for furniture industry
  - Assistance in preparation of samples of the developed materials
- Assistance in preparation of technical documents for green building materials

Detailed information: <https://leonet.joeplus.org/en/offers/4942>

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**For a complete application, we need:**

- CV
- Motivation letter
- Date of possible start
- Possible duration of stay
- Information about a possible Erasmus or Leonardo da Vinci grant

Applications should be sent to: [application@catt.at](mailto:application@catt.at)

You can find all current placement offers, available in Upper Austria, also on our Webpage: [http://www.catt.at/files/Placement\\_offers.pdf](http://www.catt.at/files/Placement_offers.pdf) and attached as a xls. file.



### **PLACEMENT OFFER 4778**

**Position: Powder Coating Development (placement in the field of chemistry)**

#### **Task description**

*During the work placement at the company the trainee will work in the powder coatings R&D department where various types of industrial powder coatings for different substrates like glass, metal and wood are under development. After an introduction phase dealing with the basics of powder coating formulation and lab...*

Detailed information: <https://leonet.joeplus.org/en/offers/4778>

### **PLACEMENT OFFER 4779**

**Position: Research assistant for sensor development and application development (placement in the field of mechatronic, automation or physics)**

#### **Task description**

- Advancement of the electronic design and functionality of the new sensor
- Field testing and realisation of customer projects with this sensor (requirement analysis, specific configuration, start up, project follow up)
- Development of new applications based on the new sensor technology
- Enhancement of the technology platform based on the requirements of the customer projects and the new applications

Detailed information: <https://leonet.joeplus.org/en/offers/4779>

### **Placement offer 4780**

**Position: assistant social research (placement in the field of sociology, statistics)**

#### **Task description:**

- support in social research activities of the institute
- conduct interviews (face to face, postal, online)
- construct questionnaires
- carry out studies and evaluation
- data analysis
- online-research, presentations

Detailed information: <https://leonet.joeplus.org/en/offers/4780>

#### **For a complete application, we need:**

- CV
- Motivation letter
- Date of possible start
- Possible duration of stay
- Information about a possible Erasmus or Leonardo da Vinci grant

Applications should be sent to: [application@catt.at](mailto:application@catt.at)

You can find all current placement offers, available in Upper Austria, also on our Webpage: [http://www.catt.at/files/Placement\\_offers.pdf](http://www.catt.at/files/Placement_offers.pdf) and attached as a pdf file.



### Placement Opportunity

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Job Title:	Web Developer
Company Description:	Aviation Recruitment Business
Location:	Basingstoke, Hampshire
Stay duration:	6 months
Start Date:	Summer / Autumn 2011
Application Closing Date	14 <sup>th</sup> July 2011

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#### Job Description:

The successful applicant can look forward to working in a dynamic company where they will make a major impact at every level of the business.

Central to the business are a number of websites and web-based systems, all built on MySQL databases and coded with PHP. These websites and systems give us the technological edge that firmly establishes this company as the market leader in their sector. To aid their continued growth they are seeking a talented Web Developer.

This is a very high visibility role, and tasks and responsibilities will include:-

- 
- Carry out a range of development projects
  - Maintain and develop existing sites
  - Solve complex numerical problems
  - Carry out coding of websites
  - Propose and implements web based solutions
  - Update databases
  - Hours of work Monday – Friday, 08.30am – 17.30pm
- 

#### Essential requirements:

- 
- Fluent written and spoken English
  - Studying a relevant Masters or Under graduate degree
  - Excellent working knowledge of the PHP programming language, relational database principles and integration with MySQL database server and the ability to code in PHP
  - A strong ability to solve numerical problems and implement web based solutions
  - Experience with HTML, Javascript and CSS and ability to code websites in HTML
  - The ability to use Adobe Photoshop for graphical manipulation or some equivalent graphics design software
  - A mathematical background
  - Ability to communicate with internal staff at all levels
  - A friendly, positive can do attitude
- 

#### Desirable attributes:

- 
- Portfolio of previous website projects that show level of work and expertise would be very advantageous
  - Search engine principles and optimisation knowledge
  - Knowledge of current internet standards and security
-

**Company activity:**

- 
- The company is a leading aviation recruitment business. Their business help airlines and aircraft operators around the world recruit for Pilots, Cabin Crew and Head Office based staff.
  - Their pilot recruitment division works with airlines such as Malaysia Airlines, Sri Lankan Airlines and Turkish Airlines
  - And their Cabin Crew Recruitment division works with the likes of EasyJet and Qantas
- 

**Location:**

- 
- The company is based in prestigious modern offices in the heart of Basingstoke's central business district, "Basing View". The offices are just a short walk from both the train and bus stations.
  - Basingstoke itself is a thriving metropolis just 40 minutes South West of London and just one hour North of South coast. It has direct train routes into London and is well connected with all other towns in the region
  - The town has plenty of good shops, bars and restaurants, as well as excellent leisure facilities (cinemas, swimming pools, gyms etc). Accommodation is widely available in shared houses and long-term accommodation can normally be found within 10 days of your arrival.
- 

**Remuneration details:**

- 
- A training allowance of £700 a month will be provided to assist with accommodation and subsistence costs. There is also subsidised gym membership available.
- 

**Contact:**

James Leung MIRP CertRP  
Business Manager  
AEROPROFESSIONAL LTD  
Network House  
Basing View  
Basingstoke  
Hampshire  
RG21 4HG  
UNITED KINGDOM

Tel: +44 (0) 1256 487888

Fax: +44 (0) 1256 362986

Mob: +44 (0) 7824 367 671

[www.aeroprofessional.com](http://www.aeroprofessional.com)

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**Type: Marketing**

**Job Title: Export Sales & Marketing Assistant (ROV 9)**

**Job Description:**

Working in a friendly and supportive environment, the successful candidate will play a key role in developing the company's internet presence in French and German speaking countries. In addition to this you will provide telephone sales support. The tasks and responsibilities will include:-

- Customer liaison and telephone order processing
- Translation and posting copy to websites, general website administration
- Searching the internet for opportunities to improve web visibility
- Identifying and engaging in social media activity
- Link building
- Researching competitor websites
- Recording and administration of daily activity
- Internet and telephone order processing
- Other general office or administrative tasks as required
- Hours of work: 9am – 5pm, Mon – Fri

**Start Date: Mid July 2011**

**Duration of Placement: 6 Months**

**Location:** Heywood, Greater Manchester

**Remuneration:** £700 per month

visit: <http://www.placement-uk.com/ops/job.php?id=1040&job=Export-Sales-&-Marketing-Assistant>

**Type: IT**

**Job Title: Web Developer (HPL 2)**

**Job Description:**

This is an exciting placement opportunity for a student to gain valuable experience in a real agency environment with a hands-on role. Reporting to the Creative Director, the successful candidate will be involved in many different projects for different clients and for the right candidate they will have the opportunity to be involved at client level. Tasks and responsibilities will include:-

- Develop and build websites that have been designed by the creative department for clients
- Maintain and develop existing sites

- Carry out coding of websites
- Propose and implementation of web based solutions
- Update databases
- Create banner ads and e-newsletters
- Hours of work, Monday – Friday 09.00am – 18.00pm Essential requirements:
- Fluent written and spoken English
- Studying a relevant Masters or under graduate degree
- Strong ability to solve numerical problems and implement web based solutions

**Start Date: Mid June 2011**

**Duration of Placement: 6 Months**

**Location: London**

**Remuneration: £750 per month**

Visit: <http://www.placement-uk.com/ops/job.php?id=1037&job=Web-Developer>

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## **Type: Marketing**

### **Job Title: Marketing Development for European Markets (MAK 1)**

#### **Job Description:**

This is a really exciting placement with the opportunity to carry out a placement in a company who is looking for a placement student to assist in their expansion plans into new European territories. The successful candidate will be undertaking a key role in this development into the designated markets and bringing their knowledge and experience to help the business move forward. Reporting directly to the Director tasks and responsibilities will include:-

- Assisting with SEO (search engine optimisation) responsibilities
- Google analytics
- Foreign language SEO
- Managing Social Media
- Providing a marketing strategy for European countries
- Competition analysis
- Developing online and print marketing
- Other tasks as required
- Hours of work – Monday to Friday 09.30am – 17.30pm

## Essential requirements:

- Fluent level of written and spoken English
- Native or Fluent level of written and spoken Spanish language
- Studying a Masters or Degree in Marketing or Business with a major in Marketing
- Knowledge of Spanish markets

**Start Date: June 2011**

**Duration of Placement: 3 to 6 months**

**Location:** Barnsley, Yorkshire

**Remuneration:** £500 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=1034&job=Marketing-Development-for-European-Markets>

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**Type: Business Admin/Management**

**Job Title: Sales lead co-ordinator & Analyst (SOL 1)**

**Job Description:**

This is an interesting and exciting placement opportunity for a student to really develop their skills in a new business environment.

The company is now looking for a sales lead coordinator to mastermind and control the generation of sales leads for the business and work within a small team of five other members of staff.

Using a software programme called Barbour ABI (training will be provided) which is a comprehensive database of all planning applications in progress. By using certain parameters you will identify potential clients to contact and introduce to the company. These qualified leads will then be passed onto the Commercial Director for follow up.

Tasks and responsibilities will include:-

- Plan and implement a strategy for generation of sales leads
- Using the in-house software identify potential clients
- Make contact with key decision makers either by telephone, email or direct mail and introduce the company and services.
- Identify the needs of the potential client
- Pass on leads to the Commercial Director

- Monitor live projects until they reach a point when the Commercial Director should be made aware
- Update database
- Hours of work Monday – Friday 09.00am to 17.30pm

*Note: for the right candidate there may be the possibility of a full time role after the placement has completed*

**Start Date: As soon as possible**

**Duration of Placement: 6 Months**

**Location:** South Wales

**Remuneration:** £600 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=1008&job=Sales-lead-co-ordinator-&-Analyst>

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**Type: IT**

**Job Title: Junior Developer ( 2 Positions) (MIT 19)**

**Job Description:**

The company is offering a placement opportunity for suitably qualified and motivated student. They are looking to significantly expand online traffic to their niche web community sites. Reporting to the Managing Director, the role has a mix of responsibilities around helping to build the next generation of the software driving the site and supporting our small team.

- Interpreting business requirements and technical specification documents to assist in the design, coding, and testing of the company's social media software suite
- Configuring, installing, monitoring and maintaining the company's computer systems and applications
- Working in a small office with a friendly atmosphere
- Hours of work – 40 per week, Monday to Friday Essential requirements:
- Fluent written & spoken English skills
- Studying for a relevant degree
- Skills in one or more of Apache, PHP, Joomla or MediaWiki

**Start Date: As soon as possible**

**Duration of Placement: 5 months or longer**

**Location: Central London**

**Remuneration:** £500 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=1036&job=Junior-Developer-%28-2-Positions%29>

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## **Type: Marketing**

### **Job Title: Marketing & PR Executive (RUS 1)**

#### **Job Description:**

This placement provides an attractive opportunity for a talented and keen public relations or marketing student to gain valuable experience in PR & Marketing with a small company that provides a broad range of services to a small but growing client base. There is huge flexibility in the job and scope for the individual to create their own role and agenda with clients but delivering on the following key activities / responsibilities:

- Public Relations - planning, developing and implementing PR strategies
- Copy writing for websites and brochures
- Online Marketing activity focussing on using social media tools, paid advertising, Google
- AdWords and search engine optimisation
- Marketing planning for the company and clients, working with the director on developing and implementing strategies
- Devising promotions and competitions
- Direct Marketing (involving CRM/Database Management) and assisting with generating new sales and increasing revenue from existing clients
- Interaction with clients (Telephone and Face-to-Face)
- Basic project management
- Basic event planning and supporting events
- Work in other areas may be needed from time to time e.g. taking orders, answering phones etc
- Hours of work – flexible between 8.00am – 7.00pm, Monday – Friday.

***Please include your (professional) photograph with your application***

**Start Date: As soon as possible**

**Duration of Placement: 3 to 6 Months**

**Location: Manchester**

**Remuneration: £500 per Month**

visit: <http://www.placement-uk.com/ops/job.php?id=1015&job=Marketing-&-PR-Executive>

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## **ERASMUS Profile for Student Placement at The International Office of Malmö University**

### I. Offering

*The International Office offers a semester long student placement as*

#### *Junior International Relations Officer - Student Affairs*

Malmö University [www.mah.se/english](http://www.mah.se/english) was founded in 1998 and is today Sweden's ninth largest university of undergraduate studies. Located in the centre of Malmö, the university has played an important role in the transformation of Malmö from an industrial to a city of learning. Malmö University strives to be open to all, with a multi-disciplinary approach that crosses faculty boundaries. We make an effort to attract students to reflect the diversity of the world. Courses and degree programmes offered give graduates a wider outlook as they prepare for professional working careers.

The international Office works with all faculties. Find profile of the staff on <http://mah.se/english/About-Malmo-University/International/The-International-Office/> Work language is Swedish and English. Swedish language skills are not required for the placement.

### II. Outline of the proposed training programme

Planned dates of placement periods:

Autumn semester: From 10 Aug 2011 to 20 Jan 2012

Spring semester: From 10 Jan 2012 to 10 July

Knowledge, skills and competence to be acquired:

Acquire insights in the structure and work of Malmö University, specifically regards to the mission of the International Office.

Acquire an understanding of how to work with international students

Acquire an understanding regards work with international partnerships for mobility programs

Provisional program of the training period:

First month: Introduction program including EILC or Swedish Language and Culture program

Second month: Re Entry seminar, Administrative Office work

Third month: Application period, information and recruitment campaign, MFS Minor Filed Study Program

Fourth month: Kick Off Seminar, the STARS (Student reporting system) program

Fifth month: Exit seminar The Moveon (Partner database) program

Last month: Planning for Introduction program of next semester, Evaluation and reporting

#### Tasks of the trainee:

Participate in the daily work of the International Office, specifically regards follow up and evaluation of international student experiences

Participate in the introduction program

Assist in the administration and development of communication activities, social media and campaigns. Write a blog

#### *Monitoring and evaluation plan:*

Placement supervisor is Mr Knut Bergknut, Head of the International Office. He will monitor the placement and the integration of the student into the workplace. After the introduction period, a planning session for the coming months will be used to decide a detailed program for the placement. The program and the progress of the placement will be evaluated continuously in monthly meetings.

#### III. Background and requirements of applicants

Applicants from different academic fields and backgrounds are welcome. The applicant has to have completed two years of successful studies at university level at the start of the placement. High English communication skills, verbal and in writing, are required. Previous job experience and Swedish language skills will be merited.

An application including support documents from the home university, proof of academic merits, job experience, and a motivation letter should be sent to the [knut.bertgknut@mah.se](mailto:knut.bertgknut@mah.se).

#### *Deadline for applications are*

15 May 2011 for the autumn semester, and

15 Nov 2011 for the spring semester



**Área:**

Enseñanza de Español para Extranjeros.

**Lugar:**

Departamento de Filología Románica

(Facultad de Filosofía y Letras de la Universidad de Lieja, Bélgica).

**Función:**

Colaborar en las clases de Lengua Española I (nivel A1-B1)

**Duración:**

Curso académico 2010/2011

**Requisitos de los solicitantes:**

Estudiantes de Filología o de Máster de Español Lengua Extranjera

Ser nativo de habla española.

**Datos de contacto:**

Prof. Dra. Kristine Vanden Berghe

[Kristine.VandenBerghe@ulg.ac.be](mailto:Kristine.VandenBerghe@ulg.ac.be)

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**Job Title: Marketing & PR Executive (RUS 1)**

**Job Description:**

This placement provides an attractive opportunity for a talented and keen public relations or marketing student to gain valuable experience in PR & Marketing with a small company that provides a broad range of services to a small but growing client base. There is huge flexibility in the job and scope for the individual to create their own role and agenda with clients but delivering on the following key activities / responsibilities:

- Public Relations - planning, developing and implementing PR strategies
- Copy writing for websites and brochures
- Online Marketing activity focussing on using social media tools, paid advertising, Google
- AdWords and search engine optimisation
- Marketing planning for the company and clients, working with the director on developing and implementing strategies
- Devising promotions and competitions
- Direct Marketing (involving CRM/Database Management) and assisting with generating new sales and increasing revenue from existing clients
- Interaction with clients (Telephone and Face-to-Face)
- Basic project management

- Basic event planning and supporting events
- Work in other areas may be needed from time to time e.g. taking orders, answering phones etc
- Hours of work – flexible between 8.00am – 7.00pm, Monday – Friday.

***Please include your (professional) photograph with your application***

**Start Date: As soon as possible**

**Duration of Placement: 3 to 6 Months**

**Location: Manchester**

**Remuneration: £500 per Month**

visit: <http://www.placement-uk.com/ops/job.php?id=1015&job=Marketing-&-PR-Executive>

**Job Title: Web Developer (ROC 8)**

**Job Description:**

The successful applicant can look forward to working in a dynamic company where they will make a major impact at every level of the business. Central to the business are a number of websites and web-based systems, all built on My SQL databases and coded with PHP. These websites and systems give us the technological edge that firmly establishes this company as the market leader in their sector. To aid their continued growth they are seeking a talented Web Developer.

This is a very high visibility role, and tasks and responsibilities will include:-

- Carry out a range of development projects
  - Maintain and develop existing sites
  - Solve complex numerical problems
  - Carry out coding of websites
  - Propose and implements web based solutions
  - Update databases
  - Hours of work Monday – Friday, 08.30am – 17.30pm
- Essential requirements:
- Studying a relevant Masters or Under graduate degree
  - Excellent working knowledge of the PHP programming language, relational database principles and integration with MySQL database server and the ability to code in PHP
  - A strong ability to solve numerical problems and implement web based solutions
  - Experience with HTML, Javascript and CSS and ability to code websites in HTML
  - The ability to use Adobe Photoshop for graphical manipulation or some equivalent graphics design software
  - A mathematical background
  - Candidates must be eligible for an Erasmus grant

**Start Date: As soon as possible**

**Duration of Placement: 6 to 12 months**

**Location: Basingstoke, Hampshire**

**Remuneration: £700 per month**

Visit: <http://www.placement-uk.com/ops/job.php?id=1016&job=Web-Developer>

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## **Type: HR/Recruitment**

### **Job Title: Research Associate Employee Background Checking (ROC 7)**

#### **Job Description:**

This is an exciting opportunity for a student looking for a placement which will develop you as a person and give you a strong understanding of how a small business works. You will join a team of up to 5 other staff all working towards common team goals. Working in a high energy atmosphere the teams work together and compete against each other in a series of fast-paced challenges.

The skills that you will learn during the course of this placement will be:-

Increasing level of confidence and ability to handle challenging business situations  
Greater understanding of patterns of human behaviour. How to judge how people may react to situations and how to influence people in accordance with your own agenda.  
Exposure to how teams work together in business - what makes a team work and what doesn't

First hand experience of a company induction and training programme, including how monthly review meetings are used to develop skills and improve performance – and how formal appraisals are used to align the future aspirations of an employer and its employees.

Tasks and responsibilities will be:-

- Using the internet to research contact details for job applicants' previous employers;
- Phoning previous employers to establish the name and correct contact details for the right person to give employment verification;
- Producing written reference requests and dispatching them by email, fax or post;
- Utilise an in-house database to track all activities in relation to job applicants and the progress of their background checking;
- Providing telephone advice to job applicants throughout their process;
- Identifying problems with the process and seeking to resolve them in an efficient manner;
- Keeping their Team Leader informed of each job applicants' progress and highlighting any concerns within any missing pieces of information

**Start Date: May, June or July 2011**

**Duration of Placement: 6 to 12 months**

**Location:** Basingstoke, Hampshire

**Remuneration:** £700 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=1014&job=Research-Associate-Employee-Background-Checking>

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**Job Title: Business Development Assistant (TNT 1)**

**Job Description:**

This is an interesting and varied role within a flourishing and inspired Company at the top end of the Events Industry. For the right candidate, this role will provide fantastic and interesting experience to lead the marketing and PR elements of the company and the chance to get a broad understanding of many elements of the everyday running of a business, with hands on experience.

Working closely with the Managing Director, tasks and responsibilities will include:-

- Providing business support to the owner in all aspects of the running of the business, through brainstorming, development and implementation of ideas and improving levels of professionalism within the business.
- Improving internal company efficiency and communication
- Actively look for ways to make the business more efficient
- Assisting with marketing and PR activities within the business
- Copy writing for websites and brochures
- AdWords and search engine optimisation
- Online Marketing activity focussing on using social media tools, paid advertising, Google
- Direct Marketing (involving CRM/Database Management) and assisting with generating new sales and increasing revenue from existing clients
- Researching new products and suppliers etc ensuring we always have the most effective and cost effective situation or product.
- Assisting the Operations Manager and Managing Director's PA as and when necessary.
- Work in other areas may be needed from time to time e.g. taking orders, answering phones, supporting events etc
- Flexible working hours between 8.00am – 8.00pm, Monday – Saturday. (40 hours a week)

***Please include your (professional) photograph with your application***

**Start Date: April or May 2011**

**Duration of Placement: 6 Months**

**Location:** East Sussex

**Remuneration:** £500 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=1017&job=Business-Development-Assistant>

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**Type: Business Admin/Management**

**Job Title: Games Community Manager (4 positions) (GAC 38)**

**Job Description:**

This placement opportunity is a “fun” and exciting experience whilst still offering a professional internship. The Company, operates a large number of online games websites in Italy for major Italian companies such as Lottomatica, SNAI, Sisal MatchPoint and Eurobet Italia. The Italian online games offered in Italy include Scopa, Briscola, Burraco and Battaglia Navale. These are very well known in Italy and many Italians play online every day. The role of community manager involves principally chatting online with end user players through a keyboard and online chat tools used to ‘moderate’ the community.

The successful candidate/s will be friendly and enjoy playing games online, with a strong attention to detail and ability to multi-task (chatting to different people, at the same time). The Online Games Community Manager will need to work evening hours as well as normal daytime hours, to help the entire team to offer support to the community in the evenings and at weekends. These ‘shifts’ will be agreed in advance by the team members and the Head of Customer Services. Games Community Managers will be required to work forty (40) hours per week.

The shift pattern will be based between the hours of 07.00am – 23.00 pm Monday – Sunday

Tasks and responsibilities will include:-

- Provide assistance to end user players of the Skill Games, in the event they have any questions relating to the Skill Games, the Game Lobby or Tournaments
- Providing contact details of the customer services support of the Italian Partner (for example, a telephone number and/or email address to contact) to end user players who raise queries relating to their main account held with the Italian Partner
- Conducting Chat Games within a chat room labelled “Chat Games”, where questions are asked and the first player to give the correct answer wins a small prize

- Policing the chat rooms. Ensuring anyone swearing improperly, or raising unfair comment on the Italian Partners which might be damaging to the Italian Partners' brands, are banned from chatting by the Chat Moderators. The Chat moderators also represent the Italian Partners in the chat rooms, allowing the Italian Partner's end user players to come and report abusive chat or bad behaviour which can then be investigated and reviewed by the Chat Moderators
- Communicating with VIP players. Chat moderators will need to monitor the back office player monitoring tools provided by the company in order to spot and add to their 'Friends List' any VIP players who are then communicated with by the Chat Moderators who actively 'befriend' them in order to support their online activity playing the Skill Games
- To broadcast messages to the Italian Partners' players online in order to inform them of upcoming events such as major tournaments or new game arrivals

**Start Date: Immediate start**

**Duration of Placement: 6 Months**

**Location: London**

**Remuneration: £800 per month**

**Visit:** <http://www.placement-uk.com/ops/job.php?id=1023&job=Games-Community-Manager-%284-positions%29>

**Type: Marketing**

**Job Title: Web & Marketing Developer (KIR 16)**

**Job Description:**

The company is offering a great opportunity for a final year student to be given the responsibility of its new website design and creating news letters and brochures. The successful candidate will be in charge of designing something slightly different than the existing website taking into consideration the constraints of the business and making sure your project is the best and will be beneficial for the company.

This is a real hands on role

You will also be in charge of the CMS (content management system) and writing the user manual. Also you will have to assure the migration from the old website to the new website once your website proposal has been approved and fully tested.

Reporting to the Director the successful candidate will be involved in designing the new website and marketing brochures. Tasks and responsibilities will include:-

- Develop and build websites with input from Managing Director

- Maintain and develop existing sites
- Make proposals and carry out implementation of web based solutions
- Update databases
- Create banner ads, e-newsletters and marketing brochures
- Hours of work, Monday – Friday 08.00am – 17.00pm

Note: after completion of a successful placement there is a possibility of being offered a full time position with the companies' expansion into new markets

**Start Date: As soon as Possible**

**Duration of Placement: 6 months or longer**

**Location:** Kingsley, Hampshire OR Harrogate, Yorkshire

**Remuneration:** £700 per month

visit: <http://www.placement-uk.com/ops/job.php?id=1024&job=Web-&-Marketing-Developer>

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ERASMUS WORK PLACEMENT AT THE UNIVERSITY OF GRAZ (AUSTRIA)

*Office of International Relations*

The University of Graz offers a unique opportunity for students from European Universities to do an internship at the **Office of International Relations at Graz University** within the framework of the LLP-ERASMUS PLACEMENTS.

The University of Graz is an institution with a strong international profile. Close ties with almost 500 universities world-wide form the basis for the mobility of students, faculty and staff and numerous joint projects in teaching and research. The Office of International Relations handles mobility flows for more than 750 outgoing and 600 incoming students as well as for outgoing and incoming researchers and teaching staff.

DETAILS ON THE INTERNSHIP

**Duration of internship:** min. 3 months, max. 6 months

Possible internship periods:

- A.) May 1 – October 31, 2011
- B.) May 1 – July 31, 2011
- C.) August 1 – October 31, 2011

**Working hours:** 40 hours / week

## WHAT ARE THE RESPONSIBILITIES?

The Office of International Relations is searching for someone who supports the team with organizing our summer schools and welcoming our exchange students for the winter semester.

## WHAT DO WE EXPECT?

- ✂ B2 knowledge of German and English
- ✂ Good level of organizational skills
  
- ✂ Profound experience in working with various computer programs (operating system Microsoft Office)
  
- ✂ Reliability and Enthusiasm!

## FINANCIAL SUPPORT?

- ✂ Students will have to apply for ERASMUS funding through their home university
  
- ✂ Financial Support by Office of International Relations: € 200/month

## HOW TO APPLY?

Please send

- a motivation letter
- your curriculum vitae
- copy of passport

by email to [monika.schein@uni-graz.at](mailto:monika.schein@uni-graz.at) until **28 March 2011** at the latest.

Please indicate which internship period (A, B or C) you are interested in!

The team of the Office of International Relations is looking forward to receiving your application and welcoming you in the team!

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*Type: Finance/Economics*

**Job Title: Estates, Facilities & Fleet Assistant (VIZ 3)**

**Job Description:**

This placement is an opportunity to be part of a team that prides itself on strong work ethics and initiatives, and a corporate culture that promotes career growth and learning, in a unique and challenging working environment. Working in the Estates, Facilities & Fleet Dept. the role will give practical experience in all areas of the department.

- Primary duties will be associated with the detailed analysis of invoicing and associated excel spreadsheet summaries.
- Putting in place the methodology/procedures to cover the above analysis and reporting of this information to applicable departments.
- General administrative associated activities.
- Hours of work 40 per week.

**N.B. There is potential for a permanent position with the Company at the end of the placement period**

Essential requirements:

- Excellent English – written & spoken
- Good understanding and interest in analysis, possibly financial analysis
- Strong computer skills – MS Office, particularly Word & Excel. Would prefer someone with strong excel abilities including the use of pivot tables

*Start Date: As soon as possible*

**Duration of Placement: 6 to 12 months (12 months preferred)**

**Location:** Warwick, Warwickshire

**Remuneration:** £500 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=999&job=Estates,-Facilities-&-Fleet-Assistant>

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*Type: IT*

**Job Title: Web Developer (HPL 1)**

**Job Description:**

This is an exciting placement opportunity for a student to gain valuable experience in a real agency environment with a hands-on role. Reporting to the Creative Director, the

successful candidate will be involved in many different projects for different clients and for the right candidate they will have the opportunity to be involved at client level. Tasks and responsibilities will include:

- Develop and build websites that have been designed by the creative department for clients
- Maintain and develop existing sites
- Carry out coding of websites
- Propose and implementation of web based solutions
- Update databases
- Create banner ads and e-newsletters
- Hours of work, Monday – Friday 09.00am – 18.00pm

Essential requirements:

- Strong ability to solve numerical problems and implement web based solutions
- Experience with Dreamweaver
- Experience with HTML
- Experience with JavaScript
- Experience with CSS
- Ability to code websites in HTML
- Knowledge / experience with Adobe Photoshop for graphical manipulation or some equivalent graphics software

*Start Date: March 2011*

*Duration of Placement: 3 months or longer*

*Location: London*

**Remuneration:** £750 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=1002&job=Web-Developer>

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*Type: Business Admin/Management*

**Job Title: Administration Assistant (ESS 8)**

**Job Description:**

An interesting and broad based placement opportunity for a student of Business Administration. It will provide excellent hands on experience in a variety of office and administrative functions. Reporting to the Administration Manager, who will provide in house training on all company systems, tasks and responsibilities will include:

Admin based duties:

- Assist the Company in the production of documentation
- Admin support for Company staff
- Creation of Company Forms using ISO templates
- Compilation of ISO Manuals, Tender Manuals
- Reconciliation of Company Credit Cards
- Logging of site hours by month for Key Performance Indicators
- Logging of fuel receipts in line with Custom and Excise Regulations
- CV Updates

Reception based duties will include:

- Greet all Clients, Visitors and Guests.
- Maintain a Visitors Log
  
- Handle incoming telephone calls, call transfers, telephone messages and answer machine monitoring.
  
- Receive, log and distribute incoming mail
- Maintain a tidy reception area and a clear desk
- Buffet organisation, hotel bookings and travel bookings
- Other General Office Admin

*Start Date: As soon as Possible*

*Duration of Placement: 6 Months*

*Location: Stafford*

**Remuneration:** £600 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=996&job=Administration-Assistant>

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*Type: Marketing*

## **Job Title: Marketing & Sales Administration Manager (ABS 40)**

### **Job Description:**

This is an opportunity to gain excellent experience within a dynamic, market-leading small business. This is a real job, with real responsibilities. You will receive comprehensive training as the Marketing & Sales Administration Assistant, and then be promoted to Manager, with responsibility to train the next student. It will suit a student looking to gain experience across a wide range of business areas. Specifically:

- Sales, marketing and office administration management
- Responsibility for putting our monthly member's magazine together. This is the main part of the job and is a big responsibility; you will do everything after the advertising deals have been closed; invoicing, preparation of order confirmation paperwork, chasing payments, advert contents and confirmations from clients, working with graphic designer, proofing adverts to clients for approval, sending amendments and the final advert back and forth, page and layout planning, credit control etc.
- Updating of web site advertising area: uploading and removing adverts, advising clients etc.
- Marketing and E-marketing: overseeing and executing targeted e-mail marketing campaigns to members and clients (using GroupMail Pro), finding new prospects etc
- Databasing of all new enquiries and setting of sales activities (via Act!)
- Registration of new members
- Payment processing and bank reconciliations
- Generally assisting and working closely with Managing Director and Sales Manager
- Liaise with members, clients and suppliers
- You will also receive training and further your skills in contemporary office software (Act!, Sage accounting, MS Office, Adobe Photoshop, GroupMail Pro)
- Many other day to day duties and activities
- We are a small company that works as a close team, and we are get involved in everything
- The successful candidate will work in a relaxed semi-formal office environment

*Start Date: 4<sup>th</sup> July 2011*

*Duration of Placement: 6 Months*

**Location:** Kenilworth, Warwickshire

**Remuneration:** £700 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=976&job=Marketing-&-Sales-Administration-Manager>

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*Type: Business Admin/Management*

**Job Title: Product Development / Business Support Assistant (LEX 15)**

**Job Description:**

The company is seeking a creative, details driven and highly computer literate individual to be the organisation and business backbone to the design and product development process. They are a small dynamic company that designs cool, quirky, creative craft projects for people to make in the home. They design the projects from scratch using a network of freelancers which they then turn them into product specifications and source the components and even pack them in the warehouse. They then sell the products to everyone from consumers to big retailers.

This is an ideal placement for someone who wants to make their mark on a small fledgling company and experience firsthand what it takes to create and build a brand from the bottom up.

Tasks and responsibilities will include:

- Liaising with component suppliers and factories
  - Cataloguing and evaluating supplier samples
  - Monitoring of components quantities for product builds
  - Sending, receiving and cataloguing product artwork
  - Maintenance and creation of product components spread sheets
  - Updating and maintaining of web site and web related media
  - Creation of marketing material
  - Implementation of e-marketing campaigns
  - Sending product images to retailers
- This position calls for a well-organized person who enjoys multi-tasking and working in a small team.
- Working hours: 8.45am – 5.30pm, Mon – Fri.

*Start Date: April or May 2011*

*Duration of Placement: minimum of 6 months*

**Location:** West Sussex

**Remuneration:** £700 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=1004&job=Product-Development/-Business-Support-Assistant>

*Type: Marketing*

**Job Title: Export Sales & Marketing Assistant (ROV 8)**

**Job Description:**

Working in a friendly and supportive environment, the successful candidate will play a key role in developing the company's internet presence in German speaking countries. In addition to this you will provide telephone sales support. The tasks and responsibilities will include:-

- Customer liaison and telephone order processing
- Translation and posting copy to websites, general website administration
- Searching the internet for opportunities to improve web visibility
- Identifying and engaging in social media activity
- Link building
- Researching competitor websites
- Recording and administration of daily activity
- Internet and telephone order processing
- Other general office or administrative tasks as required
- Hours of work: 9am – 5pm, Mon – Fri

*Start Date: As soon as Possible*

*Duration of Placement: 6 months*

**Location:** Heywood, Greater Manchester

**Remuneration:** £600 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=1005&job=Export-Sales-&-Marketing-Assistant>

*Type: Business Admin/Management*

*Job Title: Customer Services Advisor / Sales Support Executive (HFU 23)*

**Job Description:**

A challenging and rewarding role in a dynamic international environment to provide a comprehensive customer services and sales support function, with active responsibility for the efficient running of the customer services function in line with the Company's

Quality Management System. Reporting to the National Account Manager and working in a busy office environment, responsibilities and tasks will include:

- Answer incoming enquiries by telephone or email, establishing the customer's needs and converting these into sales
- Telephone account management, responding to customer enquiries and processing orders both over the telephone and online via email and e-support web based system
- Liaise with couriers as necessary
- Perform all tasks as per the company's quality system and work instructions
- Complete regular archiving of material and filing
- To perform coverage checks as necessary
- To complete all necessary inquiry and Rental Agreement administration accurately and neatly (database and hard copy as appropriate). .
- Ensure all quotations are up to date and dispatched to the client on a same-day basis.
- Ensure activity reports are provided to Head Office as necessary.
- To remain friendly, polite and efficient at all times to ensure that the Company's goal of total customer satisfaction is achieved at all times for both clients and company personnel.
- New open plan bespoke office environment with excellent facilities.
- Hours of work will be 9.00am- 5.30pm Mon- Fri.

**Start Date: July 2011**

*Duration of Placement: 6 months or longer*

*Location: York*

**Remuneration:** £600 per month

visit: <http://www.placement-uk.com/ops/job.php?id=978&job=Customer-Services-Advisor-/-Sales-Support-Executive>

Type: Marketing

*Job Title: Northern Europe Business Development / Marketing (BSA 8)*

**Job Description:**

Working in the International Department of this European leader in management and organisation development, this is an interesting opportunity to gain valuable experience in a stimulating working environment.

Role and objectives of the Northern Europe Team

- Build international awareness of the organisation
- Identify and develop international business
- Identify and develop new markets
- Maintain and develop international data held on the CRM system
- Support international partners with emphasis on German speaking, Benelux and Nordic regions

#### Activities and responsibilities

The successful intern will work within the team, using his/her own initiative in consultation with the North European Business Development Executive. Their responsibilities strengthen the work being undertaken by the team in supporting the college's activities in Northern Europe, focusing on our German speaking, Benelux & Nordic markets.

The intern receives support and supervision from the North European Business Development Executive. However, they are required on a day-to-day basis to manage their own time, use their own initiative in completing and developing projects, and adapt their plans as the work develops and workloads change. They are also required to manage their own project list and develop tasks appropriately through project development.

The intern is also required to undertake a final presentation and report. This should summarise their time with the organisation and include details about the projects undertaken, new experiences learnt/developed and future recommendations for business growth.

*Start Date: 1<sup>st</sup> March 2011*

*Duration of Placement: 6 months*

**Location:** Near London

**Remuneration:** per accommodation, travel, meals, gym access

**Visit:** <http://www.placement-uk.com/ops/job.php?id=987&job=Northern-Europe-Business-Development/-Marketing>

**Type:** Business Admin/Management

**Job Title:** Sales and Database Administrator (FDL 14)

#### *Job Description:*

This is a very responsible role within the company. You will be helping to manage our order processing system; validating new customer details and resolving data conflicts; creating an advertisers web presence and providing customer support both by telephone and email.

The company has a well organised system which semi-automates these tasks and full

training will be provided plus on-going support as needed.

Being an Internet based business you will be able to gain a better understanding of E-commerce and broader Internet marketing strategies as well as search engine optimisation, email marketing etc.

Tasks and responsibilities to include:

- Supplying both telephone and an on-line support service to customers who want to update their existing information.
- Processing orders & updating the order tracking system.
- Maintaining, designing and updating advertisers' pages.
- Emailing or posting all support documentation.
- Validation, via on-line system, of all new and amended company entries.
- Sales Lead generation from on-line sources
- General Clerical duties
- Telephone Reception
- Hours of work 34 per week

*Start Date: 1<sup>st</sup> April 2011*

*Duration of Placement: 6 Months*

**Location:** Malvern, Worcestershire

**Remuneration:** £800 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=958&job=Sales-and-Database-Administrator>

**Type:** Business Admin/Management

**Job Title:** Administration Assistant (ESS 8)

### **Job Description:**

An interesting and broad based placement opportunity for a student of Business Administration. It will provide excellent hands on experience in a variety of office and administrative functions. Reporting to the Administration Manager, who will provide in house training on all company systems, tasks and responsibilities will include:

Admin based duties:

- Assist the Company in the production of documentation
- Admin support for Company staff
- Creation of Company Forms using ISO templates
- Compilation of ISO Manuals, Tender Manuals

- Reconciliation of Company Credit Cards
- Logging of site hours by month for Key Performance Indicators
- Logging of fuel receipts in line with Custom and Excise Regulations
- CV Updates

Reception based duties will include:

- Greet all Clients, Visitors and Guests.
- Maintain a Visitors Log
- Handle incoming telephone calls, call transfers, telephone messages and answer machine monitoring.
- Receive, log and distribute incoming mail
- Maintain a tidy reception area and a clear desk
- Buffet organisation, hotel bookings and travel bookings
- Other General Office Admin

**Start Date: As soon as Possible**

**Duration of Placement: 6 Months**

**Location: Stafford**

**Remuneration: £600 per Month**

visit: <http://www.placement-uk.com/ops/job.php?id=996&job=Administration-Assistant>

Type: Business Admin/Management

**Job Title: Assistant to Tour Directors (EDT 1)**

### **Job Description:**

The Company is looking for a student who can support two full time employees who work along side their other 60 employees, they are looking for an intern to support them and work with them. The Paris office books and coordinates local activities as well as being a major support office for the companies' network of over 1000 Tour Directors in Europe. The office has 'hot desks' so that the companies team of Tour Directors who lead the tours can come in to the office and use the phones, computers etc. The Paris Regional Office is hugely important in providing support to these Tour Directors.

Task and responsibilities will include:

- Working with the companies coach companies and teams of local transfer Tour Directors to arrange airport transfers from airport to hotel for our groups
- Answering the phone and emails providing answers to questions from the companies staff and Tour Directors in relation to local operations in Paris
- Supporting the full time staff in their roles and carrying out ad-hoc project work
- Once gained some experience, helping to problem solve issues that arise

- Helping in managing the office including ordering office supplies, helping with printing, photocopying etc
- Visiting the companies groups from time to time ensuring the smooth running of their tours in Paris.
- Liaising between the companies network of offices
- Managing the distribution of handheld PDAs that each Tour Director must have on our tours
- Supporting them in the use of these PDA devices, working with Microsoft Excel and Word as well as the companies internal database

***Please note that even though this Placement is in Paris, the main spoken language in the office will be English!***

**Start Date: February 2011**

**Duration of Placement: 6 months**

**Location: Paris, France**

**Remuneration: € 600 per month**

**Visit:** <http://www.placement-uk.com/ops/job.php?id=994&job=Assistant-to-Tour-Directors>

**Type:** Business Admin/Management

**Job Title:** *Personal Assistant (ESS 9)*

### **Job Description:**

An interesting and broad based placement opportunity for a student of Business and/or Marketing, it will provide excellent hands on experience by providing direct assistance to the Managing Director. Tasks and responsibilities will include:

- Screen all telephone calls, emails and faxes
- Organise meetings and appointments
- Arrange Travel and accommodation
- Take notes and minutes at meetings
- Control of Training Room bookings
- Assist during presentations
- Dictation for correspondence
- Deputise in Managing Directors and Office Managers absence
- Develop, improve and maintain the company's website
- Responsible for the development and maintenance of all company literature including brochures
- Responsible for organising the company business reviews
- Production and development of the company's newsletter

- Responsible for marketing and issue of company mail shots
- Develop the company presentation formats and templates
- Responsible for all the company publicity
- To assist the Managing Director with attracting new business
- Assisting with presentations and road shows to new clients
- Training and support will be provided

*Start Date: As soon as possible*

*Duration of Placement: 6 to 12 Months*

**Location:** Stafford, England

**Remuneration:** £700 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=638&job=Personal-Assistant>

Erasmus Network (UL-ETN) Lisboa - Anuncio publicado en enero 2011

On the framework of the Lifelong Learning Program – Erasmus Placement Program, the University of Lisbon (UL), has created a Consortium of Companies named UL Erasmus Network (UL-ETN). Since 2010 the UL receives student trainees from European universities participating in the Erasmus Placement Program.

Today, the UL Erasmus Network (UL-ETN) is composed by 18 prestigious Portuguese partner companies and 5 foreign associated institutions who dynamise the project, through student exchange and training opportunities. The UL Erasmus Network (ULETN) is open to new member national companies and foreign University associated partners, in order to provide European students with a wide range of training opportunities. The Portuguese partner companies from this Consortium receive a Quality Certificate of Professional Training signed by the University of Lisbon.

We are seeking to receive applications from excellent students who are really motivated to engage in a first work experience in a company or at the University of Lisbon for research practices. In this sense, it is kindly requested that you could disseminate the list of placements within your outgoing Erasmus students for placements.

The students who match the profiles given by the partner companies or that wish to apply to a research training at the UL must send their CV and motivation letter in English to the e-mail [consortium.erasmus@reitoria.ul.pt](mailto:consortium.erasmus@reitoria.ul.pt) or to the contact person mentioned on the document of the list of companies sent in attachment.

Further information on our consortium project can be found at the website:  
<http://www.internacional.ul.pt>

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**PHP Web Developer – IT Department Erasmus Student Work Placement in the UK - Anuncio publicado en enero 2011**

<b>EMPLOYER INFORMATION</b>	
Name of organisation	Aeroprofessional Ltd
Address inc post code	Norden House Basing View Basingstoke Hampshire RG21 4HG UNITED KINGDOM
Telephone	+44 (0) 1256 487 888
Fax	+44 (0) 1256 362986
E-mail	<a href="mailto:James.leung@aeroprofessional.com">James.leung@aeroprofessional.com</a>
Website	<a href="http://www.aeroprofessional.com">www.aeroprofessional.com</a>
Number of employees	8
Short description of the company	Aeropro is a leading aviation recruitment business. Our business help airlines and aircraft operators around the world recruit for Pilots, Cabin Crew and Head Office based staff.
Other	

<b>CONTACT DETAILS</b>	
Contact person for this placement	James Leung
Department and designation / job title	Business Manager
Direct telephone number	+44 (0) 1256 487 888
E-mail address	<a href="mailto:James.leung@aeroprofessional.com">James.leung@aeroprofessional.com</a>

Please provide as much information on the placement as possible – too much information is better than not enough!

<b>PLACEMENT INFORMATION</b>	
Department / Function	PHP Web Developer – IT Department
Description of activities	Aeropro is a leading aviation recruitment business. Central to our business are a number of websites and web-based systems, all built

	<p>on MySQL databases and coded with PHP. These websites and systems give us the technological edge that firmly establishes us as the market leader in our sector.</p> <p>To aid our continued growth we are seeking a talented Web Developer to execute a range of development projects, as well as to maintain and develop our existing sites. This is a very high visibility role, the essential requirements of which include:</p> <p>Strong knowledge of MySQL;  The ability to code in PHP;  Experience with both HTML, Javascript and CSS;  The ability to use Adobe Photoshop for graphical manipulation;  Knowledge of current internet standards and security.</p> <p>Our ideal candidate will have a strong ability to solve complex numerical problems. A mathematical background combined with a 'can do' attitude are highly desirable for this role.</p> <p>The successful applicant can look forward to working in a dynamic company where they will make a major impact at every level of the business.</p>
Location	Basingstoke, UK (40 mins by train to central London)
Duration	6 months
Working hours per week	0830 – 1730 Monday to Friday
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements (We can give assistance from experience)
Details of financial and “in kind” support to be provided	£700 per month Subsidized Gym Membership
Other	

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	A good command of both written and spoken English required
Computer skills and level of skills required	<p>Excellent working knowledge of the PHP programming language, relational database principles and integration with MySQL database server.</p> <p>An strong ability to solve numerical problems and implement web based solutions</p> <p>Ability to code websites in HTML</p>

	Ability to use Photoshop, or some equivalent graphics design software Ability to communicate with internal staff at all levels.
Drivers license	Not Required
Other	

INFORMATION PROVIDED BY	
Name	James Leung
Department / Function	Business Manager
E-mail address	<a href="mailto:James.leung@aeroprofessional.com">James.leung@aeroprofessional.com</a>
Phone number(s)	+44 (0) 1256 487 888
Date	6 <sup>th</sup> Jan 2011

Please return this form by email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

Camping Les Viviers - Anuncio publicado en enero 2011

Camping Les Viviers Airotel to 33950 LEGE CAP FERRET:

We are looking for:

- 3 trainees from 03/01/2011 to 30/09/2011
- 1 Trainee 01/06/2011 to 30/08/2011

Our Company:

Camping Les Viviers 4 \*, 808 locations including 748 mobile homes / chalets.

Existence of more than 30 years

French and foreign clients

See our website: [www.airotel](http://www.airotel.com) les viviers.com and [www.lesviviers.com](http://www.lesviviers.com)

Contact: Marc Campart Assistant Manager

Telephones: (0033) 825 700 200 for overseas and 0825 700 200 France  
Email: [reception@lesviviers.com](mailto:reception@lesviviers.com)

**Course description: Receptionist (Front desk) Hotels, Resorts, Camping sites**

Languages spoken:

1. French
2. German, English, Dutch
3. Options 3 rd language: Spanish, Italian

Dates: 03/01/2011 to 09/30/2011 (3 persons) and 01/06/2011 to 30/08/2011 (1 person)

Accommodation : Single (e) in a mobile home off season and two in high season (July and August)

Remuneration: 715 Euros / month

AR transport to the charge of the intern

Possibility of hiring at the end of internship

Contact me for more questions :

Marc Campart  
Assistant Manager Airotel Camping Les Viviers 33950 LEGE CAP FERRET

Type: Finance – Anuncio publicado en enero 2011

*Job Title: Trainee Economist (2 Positions) (TLA 3)*

**Job Description:**

As a Trainee Economist you will learn basic and intermediate methods of electric load forecasting model production, recalibration and maintenance. The process is computer and statistics intensive, with several automated tools to help with model production. You will be office-based mainly in Waterloo, London but the position may include opportunities to work in the US (Richmond, Virginia) with similar types of models. It may also include opportunities to accompany full-time staff for meetings with clients at

their places of business. As a Trainee you will be required to learn and understand Unix and Windows command line interfaces for interaction with the software product.

If your traineeship is successful, full-time permanent positions are available with the organisation.

**Essential requirements:**

- Excellent/Fluent English, written & spoken
- Fluency in another EU language
- Intermediate understanding of statistical theory and/or econometrics
- Basic understanding of economics
- Must be willing to get involved in the sales process
- Good PC skills in a Microsoft windows operating environment
- Motivated work ethic with analytical skills and good at decision making

Start Date: January/ Early February 2011

Duration of Placement: 6 to 12 Months

Location: Central London

Remuneration: £900 per Month

Visit: <http://www.placement-uk.com/ops/job.php?id=993&job=Trainee-Economist-%282-Positions%29>

Type: Marketing – Anuncio publicado en enero 2011

*Job Title: Business Marketing Assistant (ACE 1)*

**Job Description:**

The company is looking for a capable and proactive candidate to join their team. Tasks and responsibilities will include:

- Creation of new brochure type Website to promote the Companies Brand.
- Getting the companies new products to the market via a bespoke internet shopping Website.
- Updating and promotion of both of the Companies Websites, using for example Google analytics.
- Project managing the introduction of a new ERP system (Enterprise Resource Planning).
- Hours of work are 8.30am to 5.00pm (4.00pm on a Friday)

Essential requirements:

- Fluent English written and spoken
- Good understanding of Websites
- Ability to prioritise own workload and work to deadlines
- Attention to detail
- Ability to work in a small team
- Knowledge of running an internet store
- Flexible and adaptable

Start Date: January 2011

Duration of Placement: 6 months

Location: Coventry

Remuneration: £500 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=977&job=Business-Marketing-Assistant>

Type: IT – Anuncio publicado en enero 2011

Job Title: Web Developer (APR 2)

Job Description:

The successful applicant can look forward to working in a dynamic company where they will make a major impact at every level of the business.

Central to the business are a number of websites and web-based systems, all built on MySQL databases and coded with PHP. These websites and systems give us the technological edge that firmly establishes this company as the market leader in their sector. To aid their continued growth they are seeking a talented Web Developer.

This is a very high visibility role, and tasks and responsibilities will include:

- Carry out a range of development projects
- Maintain and develop existing sites
- Solve complex numerical problems
- Carry out coding of websites
- Propose and implements web based solutions
- Update databases
- Hours of work Monday – Friday, 08.30am – 17.30pm

Essential requirements:

- Fluent written and spoken English
- Studying a relevant Masters or Under graduate degree
- Excellent working knowledge of the PHP programming language, relational database principles and integration with MySQL database server and the ability to code in PHP
- A strong ability to solve numerical problems and implement web based solutions
- Experience with HTML, Javascript and CSS and ability to code websites in HTML
- The ability to use Adobe Photoshop for graphical manipulation or some equivalent graphics design software

Start Date: January / February 2011

Duration of Placement: 6 Months

Location: Basingstoke, Hampshire

Remuneration: £700 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=988&job=Web-Developer>

Type: Marketing – Anuncio publicado en enero 2011

*Job Title: Marketing & Administrative Assistant (IFT 1)*

**Job Description:**

Reporting to the Director, the successful candidate will have the opportunity to make a significant contribution to the growth of the business. This is a classical marketing role and responsibilities will include:

- Market research through various media including internet, telephone.
- Search engine optimisation and possible web site updating.
- Follow up and making appointments by telephone
- Development of business via social network sites.
- The principal sectors for focus will be schools, colleges, hospitals, local government, housing associations and large commercial premises.
- Develop the relationship with prospective customers by producing and distributing weekly mail shots
- Compiling and maintain a customer database
- Assist with the creation of marketing literature
- Possibility of PR tasks during Trade Shows
- General administrative and reception duties as required.
- Hours of work Monday – Friday 08.30am to 17.00pm

Start Date: January 2011

Duration of Placement: 6 Months

Location: Near Chester, Cheshire

Remuneration: £500 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=974&job=Marketing-&-Administrative-Assistant>

Type: Building & Construction – Anuncio publicado en enero 2011

**Job Title: Trainee Project Manager (TRC 7)**

**Job Description:**

This is an exciting opportunity for a placement student to have a real involvement in an established business. The successful candidate will be working with a team of project managers with day to day running of construction projects in London and the Home Counties up to £2m.

Tasks and responsibilities will include:

- Visiting site and taking site measurements and values
- Recording of contract information
- Liaising with site agents and dealing with any issues
- Attending site meetings and valuations
- Responding to tender enquiries
- Preparing accurate tenders for submission

- Communicating with clients, staff and sub-contractors
- General office duties
- Hours of work Monday – Friday 09.00am – 5.30pm

Essential requirements:

- Fluent English skills – spoken and written
- Strong communication skills
- Studying for a construction related degree
- Knowledge of Health & Safety in construction
- Driving licence and Own transport

Start Date: January / February 2011

Duration of Placement: minimum of 6 months

Location: Essex

Remuneration: £600 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=950&job=Trainee-Project-Manager>

Type: Marketing – Anuncio publicado en enero 2011

**Job Title: Marketing and Sales Manager (CAC 1)**

**Job Description:**

For the right candidate this role will provide the opportunity to gain a wide range of hands on experience and to have significant impact on the success of the business.

Working closely with the Managing Director tasks and responsibilities will include:

- Manage the company's marketing activities to generate new business opportunities
- Implement the management of the sales and marketing function including email campaigns, promotional activity, supplier liaison, proactive sales and meeting targets
- Undertake and suggest improvements on the existing telephone and email marketing campaigns
- Assist in pricing up quotes to customers and special offers to be advertised
- Keeping up to date with developments in the industry including new products and competitor offerings
- Hours of work Monday – Friday, 37.5 hours per week (flexibility is required – ie: if a task requires timely completion, then the right candidate should be willing to stay and complete)

Note: a productivity bonus may be payable depending on profitability of company at manager's discretion

Essential requirements:

- Excellent written and spoken English
- Studying a Masters or undergraduate degree in Marketing or Business Administration with a major in Marketing
- Strong Marketing background
- Excellent use of Microsoft packages
- A keen interest in computers, hardware, software and computer peripherals

Start Date: January / February 2011

Duration of Placement: 6 Months

Location: Near Birmingham, West Midlands

Remuneration: £500 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=990&job=Marketing-and-Sales-Manager>

### **Marketing & Administrative Assistant (IFT 1), Reino Unido – Noviembre 2010**

*Job Description:*

Reporting to the Director, the successful candidate will have the opportunity to make a significant contribution to the growth of the business. This is a classical marketing role and responsibilities will include:

- Market research through various media including internet, telephone.
- Search engine optimisation and possible web site updating.
- Follow up and making appointments by telephone
- Development of business via social network sites.
- The principal sectors for focus will be schools, colleges, hospitals, local government, housing associations and large commercial premises.
- Develop the relationship with prospective customers by producing and distributing weekly mail shots
- Compiling and maintain a customer database
- Assist with the creation of marketing literature
- Possibility of PR tasks during Trade Shows
- General administrative and reception duties as required.
- Hours of work Monday – Friday 08.30am to 17.00pm

*Start Date: January 2011*

*Duration of Placement: 6 Months*

**Location:** Near Chester, Cheshire

**Remuneration:** £500 per Month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=974&job=Marketing-&Administrative-Assistant>

**Recruitment Resources (3 positions) (SRE 9), Reino Unido – Noviembre 2010**

*Job Description:*

These placement opportunities will be particularly interesting to candidates with an interest in Sales who may be considering a future career in the recruitment industry. For outstanding people there is a long term opportunity to open an office for the Company in your home country. This is a professional sales role and is predominantly telephone based. Reporting to a Team Leader, tasks and responsibilities include the following;

- This role involves working alongside a Team Leader to help them place applicants in their jobs.
- You will be responsible for finding and telephone interviewing suitable applicants for current job roles that your Team Leader is recruiting.
- To be successful, you will need to effectively search our applicant database and advertise roles to find suitable applicants.
- You will then pre screen applicants over the phone to ascertain their suitability for and interest in the role and also to generate leads from those applicants.
- In summary, the role involves attracting applicants to current job roles.
- Your working day will be busy, fast moving and dynamic and you will undoubtedly find yourself juggling a variety of tasks at the same time.
- Hours of work are 8.30am – 5.30pm, Mon – Fri.
- The role provides an excellent grounding to go on and become a successful recruitment consultant.
- Full training and support will be given

*Start Date: January 2011*

*Duration of Placement: 6 months*

**Location:** Warrington, Cheshire

**Remuneration:** £600 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=960&job=Recruitment-Resourcer-%283-positions%29>

## **Marketing & Sales Administration Manager (ABS 39), Reino Unido – Noviembre 2010**

### *Job Description:*

This is an opportunity to gain excellent experience within a dynamic, market-leading small business. This is a real job, with real responsibilities. You will receive comprehensive training as the Marketing & Sales Administration Assistant, and then be promoted to Manager, with responsibility to train the next student. It will suit a student looking to gain experience across a wide range of business areas. Specifically:

- Sales, marketing and office administration management
- Responsibility for putting our monthly member's magazine together. This is the main part of the job and is a big responsibility; you will do everything after the advertising deals have been closed; invoicing, preparation of order confirmation paperwork, chasing payments, advert contents and confirmations from clients, working with graphic designer, proofing adverts to clients for approval, sending amendments and the final advert back and forth, page and layout planning, credit control etc.
- Updating of web site advertising area: uploading and removing adverts, advising clients etc.
- Marketing and E-marketing: overseeing and executing targeted e-mail marketing campaigns to members and clients (using GroupMail Pro), finding new prospects etc
- Databasing of all new enquiries and setting of sales activities (via Act!)
- Registration of new members
- Payment processing and bank reconciliations
- Generally assisting and working closely with Managing Director and Sales Manager
- Liaise with members, clients and suppliers
- You will also receive training and further your skills in contemporary office software (Act!, Sage accounting, MS Office, Adobe Photoshop, GroupMail Pro)
- Many other day to day duties and activities
- We are a small company that works as a close team, and we are get involved in everything
- The successful candidate will work in a relaxed semi-formal office environment

*Start Date: 28<sup>th</sup> March 2011*

*Duration of Placement: 6 Months*

**Location:** Kenilworth, Warwickshire

**Remuneration:** £700 per month

**Visit:** <http://www.placement-uk.com/ops/job.php?id=975&job=Marketing-&-Sales-Administration-Manager>

Business Admin/Management, Reino Unido – Noviembre 2010

*Job Title: Project Management Assistant (ESS 7)*

## **Job Description:**

An interesting and broad based placement opportunity for a student who wants to expand his/her project management skills. You will be part of a multi-disciplined team providing high quality services from tender to project close out.

Your daily tasks and responsibilities involve:

- Part of a Project Team responsible for delivering projects on time, safely and within budget.
- Programme/plan updating.
- Capturing and transferring additional work into variations.
- Compiling project reports.
- Attending Project Reviews highlighting to Senior Management the performance of the project.
- Collating HSE & Q information.
- Discussing day to day activities with the Site Teams.
- Participating in numerous/various team meetings to include Project/Site related activities.
- Risk & Opportunity Evaluation.
- Procurement of site required materials.
- Ensuring that the project milestones are met
- Ensuring that the quality standards are adhered to
- Ensuring that the Health, Safety and Environmental procedures are adhered to
- Keeping track of progress and ensuring that the project is on time and budget
- Maintaining records of expenditure, accounting, costing and billing
- Responsibility for planning, management, co-ordination and financial control of projects
- Liaising with and supervising the work of the other professionals involved in the project

**Start Date: December 2010 or January 2011**

**Duration of Placement: 6 to 9 Months**

**Location: Stafford**

**Remuneration: £700 per Month**

**Visit: <http://www.placement-uk.com/ops/job.php?id=949&job=Project-Management-Assistant>**

Business Marketing assistant (EWR 2), Reino Unido – Noviembre 2010

### *Job Description:*

This is a fantastic opportunity for a Marketing/Business student to join a Global Company that is growing constantly. You will be a crucial part of the business during this very exciting and challenging time in a hands-on role.

The tasks and responsibilities will be, but are not limited by:

- Setting up Customer Quotes
- Serving Customers on trade counter
- Answering Phone and e-mails
- Marketing tasks such as helping out with ideas to grow the company within the local marketplace
- Sell product or/and provide services to end-user consumers (B2C)
- Sell products or/and provide services to other businesses (B2B)
- Cold calling and selling is a possibility for the right student
- Hours of work Monday – Saturday, with a day off during the week (plus Sunday),  
09.00am – 17.30pm

**Start Date: January 2011**

**Duration of Placement: 6 to 12 Months**

**Location: Reading**

**Remuneration: £500 per month**

**Visit:** <http://www.placement-uk.com/ops/job.php?id=939&job=Business-Marketing-assistant>

**Erasmus Student Work Placement in the UK (Reino Unido) – Noviembre 2010**

<b>EMPLOYER INFORMATION</b>	
Name of organisation	Muir Matheson Ltd
Address inc post code	Aberlan House, Woodburn Road, Blackburn, Aberdeen AB21 0RX
Telephone	+44 1224 791222
Fax	+44 1224 791555
E-mail	<a href="mailto:sales@muir-matheson.com">sales@muir-matheson.com</a>
Website	<a href="http://www.muir-matheson.com">www.muir-matheson.com</a>
Number of employees	20
Short description of the company	Manufacture weather stations for the Oil & gas and Airport sectors
Other	82% export led small dynamic company

<b>CONTACT DETAILS</b>	
Contact person for this placement	Andrew Stead
Department and designation / job title	Managing Director
Direct telephone number	+44 1224 79824
E-mail address	<a href="mailto:Andrew.stead@muir-matheson.com">Andrew.stead@muir-matheson.com</a>

<b>PLACEMENT INFORMATION</b>	
Department / Function	Software
Description of activities	<p>We have a new data display product that needs to be integrated in with some legacy software and tested.</p> <p>The project is ideal for a student and will last 6-9 months.</p> <p>Legacy software is in C++</p> <p>New display software is all in HTML5 &amp; Java. Some the data display is web based (Linux, Perl)</p> <p>The application is to display MetOcean data for Oil &amp; gas customers.</p> <p>Activities involve getting familiar with the software tools developed by our colleagues in the US, advising them and helping them with any modifications.</p> <p>Familiarisation with the C++ data acquisition components that have been developed in house and modifying or rewriting them to interface to the display software.</p> <p>The entire system then needs to be packaged as a deliverable with an embedded SQL database.</p> <p>If you think you have talents to offer that could help please drop us a line.</p>
Location	Aberdeen
Duration	12 months
Working hours per week	37.5
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and "in kind" support to be	Base Salary of £25,000 p.a.

provided	
Other	<p>Muir Matheson offer a focused, creative environment where our engineers have the freedom to create great solutions within a simple management structure and an organisation that ensures that consistent engineering standards are met.</p> <p>We are an open, honest team of talented individuals where plain speaking is encouraged and colleagues are treated with fairness and respect.</p>

### COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	French or Arabic an advantage but not essential
Computer skills and level of skills required	Should be to a good standard
Drivers license	Ideally but not essential
Other	Literate, numerate and well organised individual. Must be able to show degree level acumen and/or experience in the design and development of engineering projects. The role is primarily office based. Self starting and able to communicate and liaise effectively with all levels within the organisation.

### INFORMATION PROVIDED BY

Name	Louise Eggerton
Department / Function	Admin
E-mail address	<a href="mailto:Louise.eggerton@muir-matheson.com">Louise.eggerton@muir-matheson.com</a>
Phone number(s)	+44 1224 791222
Date	5/8/2010

Please return this form by email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

MO3 Power Limited (Reino Unido) – Noviembre 2010

Address inc post code	14 Basil Street, London SW3 1AJ
Telephone	+44 (0)207 9839 039
Fax	
E-mail	<a href="mailto:info@mo3power.com">info@mo3power.com</a>
Website	<a href="http://www.mo3power.com">www.mo3power.com</a>

Number of employees	8-10
Short description of the company	<p>MO3 Power (<a href="http://www.mo3power.com">www.mo3power.com</a>) is a UK-based leading renewable energy developer and Independent Power Producer (IPP).</p> <p>We develop, build, own and operate quality large-scale solar photovoltaic parks, up to a 5MWp maximum, in The Midlands, Southern England, East Anglia and South Wales. MO3 Power partners with landowners and enables them to benefit from solar energy without any of the costs of construction, ownership, operation or maintenance.</p> <p>We offer investors well-structured and robust investment opportunities in our solar projects with stable long-term revenues and attractive returns.</p>
Other	Industry: renewable energy / financial services

CONTACT DETAILS	
Contact person for this placement	Sabina Boureni
Department and designation job title	Marketing and Investor Relations
Direct telephone number	+44 (0)207 9839 039
E-mail address	<a href="mailto:sabina.boureni@mo3power.com">sabina.boureni@mo3power.com</a>

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	<p>This is a small company with a flat hierarchy and entrepreneurial. The intern will be involved in many aspects of the business and will have the opportunity to learn about the renewable energy industry especially solar photovoltaic sector. The intern will support the team on daily tasks and long-term or ad-hoc projects, which include:</p> <p><b>Support the marketing function:</b></p> <ul style="list-style-type: none"> <li>• Update internal CRM on daily basis</li> <li>• Generate weekly internal reports</li> <li>• Compile daily news runs on the solar photovoltaic sector (competition, trends, research, UK policy etc.)</li> <li>• Create contact lists</li> <li>• Format marketing materials in Word, Excel and PowerPoint</li> </ul> <p><b>Support the team on various projects:</b></p> <ul style="list-style-type: none"> <li>• Support the Directors on the commercial and technical sides of the</li> </ul>

	<p>solar parks development</p> <ul style="list-style-type: none"> <li>• Data manipulations on Excel</li> <li>• Research on the internet</li> <li>• Print and bind materials</li> <li>• Answer the phone when required</li> <li>• Greet guests when required</li> <li>• Attend team meetings as appropriate</li> <li>• File, scan documents</li> </ul> <p>The role description can definitely be broader depending on the intern interest, motivation and ability.</p>
Description of activities	See above
Location	<p>Central London until mid-December 2010. Then we will relocate in brand new and spacious offices in central Guildford (Surrey).</p> <p>Guildford is a lovely city, which is 35 minutes by train from London Waterloo we will pay for the train.</p>
Duration	
Working hours per week	35-40 hours per week (typically 09:00am to 6pm)
Accommodation (please select)	<input type="checkbox"/> <del>Accommodation will be provided</del> <input type="checkbox"/> <del>We can assist with finding accommodation</del> <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	<p>Transportation.</p> <p>As we will relocate to Guildford (Surrey), which is 35 minutes by train from London Waterloo, we will pay for the train tickets.</p>
Other	

#### **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS**

Languages and level of competence required	<p>Fluency in English oral and written</p> <p>German will be useful.</p>
Computer skills and level of skills required	Intermediate in Word, Excel, PowerPoint
Drivers license	Not necessary
Other	<ul style="list-style-type: none"> <li>• High attention to details</li> <li>• Good communication skills and ability to listen</li> <li>• Dedicated, organised, hard worker</li> <li>• Assertive, confident</li> <li>• Numerical</li> <li>• Interest in the renewable energy and financial industries</li> </ul>

INFORMATION PROVIDED BY	
Name	Sabina Boureni
Department / Function	Marketing and Investor Relations
E-mail address	<a href="mailto:Sabina.boureni@mo3power.com">Sabina.boureni@mo3power.com</a>
Phone number(s)	+44 (0)207 9839 039
Date	3/11/2010

Please return this form by email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

**Agência Nacional Proaly, Universidade Católica Portuguesa/Porto (Portugal) –  
Noviembre 2010**

Nome da Empresa	Associação Porto Digital
Company Name	
País	Portugal
Country	
Região	Norte
Region	
Página Electrónica	<a href="http://www.apd.pt">www.apd.pt</a>
Website	
Ramo de Actividade da Empresa	Associação privada: promove projectos nas áreas das tecnologias de informação e comunicação, no contexto da cidade do porto e da área metropolitana do porto.
Economic Activity Field	Private association: promotes ICT projects within the context of the city of Porto and Porto's metropolitan area.
Áreas de Estudo (ISCED 97)	Nível 5 – Primeira Etapa do Ensino Superior.
Study Areas (ISCE 97)	Level 5 - First stage of tertiary education.
Perfil do Estagiário Erasmus (Conhecimentos e Competências)	Frequência de licenciatura ou mestrado (preferencial) de estudos em som e imagem, com competências e conhecimentos nas áreas da produção e pós-produção vídeo, áudio e fotografia digital e edição de imagem digital.
Erasmus Trainee Profile (Knowledge and Skills)	Frequency of degree or master (preferred) studies in sound and image, with skills and knowledge in the areas of production, post-production of video, audio and digital photography and editing of digital image.

Plano de Estágio Erasmus (previsão)	<p>Objectivo 1: levantamento, análise e diagnóstico de necessidades relativas à produção, pós-produção de vídeo, áudio e fotografia digital e respectiva edição, no contexto do projecto do portal de turismo do município do porto.</p> <p>Objectivo 2: produção de vídeo, áudio e fotografia digital.</p> <p>Objectivo 3: edição de vídeo, áudio e fotografia digital para criação de portefólios e /ou apresentações multimédia, no contexto do projecto do portal de turismo do município do porto.</p>
Erasmus Placement Programme (prevision)	<p>goal1: survey, analysis and identification of needs for the production, post-production of video, audio and digital photography and respective editing, in the context of the Porto tourism portal</p> <p>goal2: production of video, audio and digital photography.</p> <p>goal3: video, audio and digital photography editing for creating portfolios and/or multimedia presentations, in the context of the Porto tourism portal</p>
Duração do Estágio	Dois períodos de 4 meses.
Placement Duration	Two periods of 4 months.
Período de Estágio	1º Período: Outubro de 2010 a Janeiro de 2011
Placement Period	2º Período: Fevereiro a maio de 2011
	1 <sup>st</sup> period: October 2010 to January 2011
	2 <sup>nd</sup> period: February to May 2011
Outros Aspectos	Dois alunos em cada período.
Other Aspects	Two students in each period.
If you want to do an Erasmus Placement in this Company, please contact	<p>ASSOCIAÇÃO PORTO DIGITAL</p> <p>João pedro bello capelo</p> <p>+351966938213</p> <p><a href="mailto:jpcapelo@portodigital.pt">jpcapelo@portodigital.pt</a></p>

International Office, University of Porto (Portugal) - Noviembre 2010

**Company:** University of Porto

**Location:** Praça Gomes Teixeira, Porto (Portugal)

**Main activity:** University co-operation and international relations

**Placement offered:** Assistance in the organization of events and of student mobility.

Maintenance of databases. General administrative support (use of e-mail, telephone, fax)

**Student profile:** Any relevant discipline. Good English. Knowledge of Portuguese is considered an advantage. Good computer skill. Mature, responsible, organised, able to work on his/her own

**Type of studies:** Any relevant discipline

**Level of studies:** Undergraduate or postgraduate student

**Desired skills:** Interested in international affairs. Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint). Flexibility in approach to work. Capability of working in an international environment

**Language:** Fluent English – written and spoken. Knowledge of Portuguese is considered an advantage

Nationality: Any

**Starting date:** January/2011

**Duration:** 6 months (or more)

**Salary:** No financial contribution

**Leonardo/erasmus grant:** To be applied by the home institution (or country)

**Accommodation:** In the University's residences: 105 € per month for under graduated students and 155€ per month for graduated students (subject to availability) or in a flat to be shared with other students (average 175€ per student per month)

**Deadline:** Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.

Contact:

Albino Oliveira  
International Officer for student mobility programs  
International Office  
University of Porto  
Praça Gomes Teixeira  
4099-002 Porto  
Portugal  
Tel: +351 220408093  
Fax +351 220408183  
E-mail: [albino.oliveira@reit.up.pt](mailto:albino.oliveira@reit.up.pt)  
url: [www.up.pt](http://www.up.pt)

Geothermal Anywhere (Bratislava, Slovakia) - Noviembre 2010

**Key domain:** clean technology; particularly ultra deep drilling and Enhanced Geothermal Systems.

GA has specialists in technology for difficult areas of high noise environment with extensive error correction, reliability and backup availability. Long-term experience of GA is interdisciplinary and vertical from its concepts, through robotics, machinery, hardware, software and control levels to special purpose technical solutions.

GA developed a breakthrough innovative deep drilling system able to efficiently reach sources 5 -10 km (3 - 6 miles) deep. Contactless method of drilling guarantees significantly better time and cost of the whole drilling process. The company has an active broad network of collaborators in industry and public research organizations worldwide.

**Profile Primarily:** Doctoral student at the University

**Secondarily:** University student at the last year of her/his Master's study

**Position description:** Participation at R&D meetings, Participation at the regular meetings with the relevant research project partners, Preparation of the projects financed from Framework Programmes and other financial mechanisms, Drafting the scientific reports, Managing and maintaining the database of scientific contacts within the EU, Communication with the R&D team on particular topics, Report to the Project Manager/Technical Director

**Professional areas of interest:** Plasma physics, Physical chemistry, Thermodynamics, Machinery

**Duration:** 3 months- 10 months

**Language Desired:** *advanced English*

**Language spoken at the premises:** English, Slovak, Czech, Russian

**Contact person:** Lubos Slovak, Senior Project Manager, [lubos@geoany.com](mailto:lubos@geoany.com), +421911897641