

## PLACEMENT OFFER FOR CURRICULAR TRAINEESHIP

Faculty of Philology, Translation and Communication

Master's Degree in Creative and Humanistic Translation



### Receiving institution information

**Institution name:** Placement UK – Intergrad  
(agent)

**Field of business:** Designer and manufacturer of  
housewares and stationery

**City/Country:** West Sussex, UK

**Contact:** e-mail: [edu@placement-uk.com](mailto:edu@placement-uk.com); website (to apply): <http://www.placement-uk.com/ops/job-NEW.php?id=1955&job=Social-Media>

### Job characteristics

**Work period:** Start as soon as possible

**Duration of stay:** 6-12 months

**Financial support:** £700/month

**Job title:** Social Media

### Job description

Tasks and Responsibilities: answering the company telephone; daily communication with current and potential clients; general sales duties; generate, edit, publish and share daily content that builds connections and encourages action; set up and optimize company pages within each platform to increase visibility; continuously improve by capturing and analyzing the appropriate social data, insights and best practices; improve existing Social Media accounts (Inc. Facebook, Twitter, Instagram, LinkedIn, Pinterest, and Google Adwords); respond and troubleshoot any queries that might be sent to the social media pages

### Requirements

Essential requirements: excellent English skills, both written and spoken; computer literacy is a must; creative thinker; passion for social media & a desire to keep up with current social media trends.

Desirable attributes: excellent Interpersonal skills; confident telephone manner; social networking experience and social analytics tool knowledge; previous sales experience would be advantageous; be able to communicate with people from all levels.

### Further information

Small dynamic company which designs and manufactures a well-known range of housewares and stationery for retailers, mainly in the UK. Established in 2003, the Company continues to grow at over 20% each year, and is consistently viewed as one of the leading innovators in the industry. This role will allow you to understand, and learn about all aspects of the business as you would be working directly with the founders. The successful candidate will be someone who's not afraid to get involved, enjoys being part of an exciting business, and is keen to give that little bit extra which can make all the difference.

Company activity: the company was launched in 2003 with an initial launch of 12 designs. Nowadays the business houses over 1000 wonderful characters based on the flowers, plants, fruits, vegetables, bugs and insects which might be living at the bottom of your garden.

Remuneration details: a training allowance of £600 - £700 a month will be provided to assist with accommodation and subsistence costs. NB: This remuneration package is not negotiable under ANY circumstances. Any attempt by the applicant to re-negotiate the remuneration will result in immediate and permanent withdrawal of our services.