

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Octopus Publishing Group
Address inc post code	Endeavour House, 189 Shaftesbury Ave, London WC2H 8JY
Telephone	0207 632 5400
Fax	0207 632 5405
E-mail	erasmus@octopus-pubshing.co.uk
Website	www.octopusbooks.co.uk
Number of employees	Approx 80
Short description of the company	Octopus is a leading publisher of non fiction illustrated books. We are comprised of nine imprints, and as a group have extensive experience of working with high profile authors, trusted partners and associations to produce exciting, market leading books.
CONTACT DETAILS	
Contact person for this placement	Tess Walsh
Department and designation / job title	Human Resources – HR Assistant
Direct telephone number	0207 632 5400
E-mail address	erasmus@octopus-pubshing.co.uk
Application Procedure	
Who to apply to (including contact details)	HR Department – as above
Deadline for applications	Ongoing – However we have a maximum of only two or three placements available each year.

Application process	Apply to erasmus@octopus-publishing.co.uk with a CV and covering letter stating the dates you are available, and why you are interested in the placement (please try to keep your attachments under 1MB if possible.)
Other	Please let us know what level of funding your Erasmus funder is able to provide.

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

PLACEMENT INFORMATION	
Department / Function	International Sales Department – Reporting to Foreign Rights Manager
Description of activities	<ul style="list-style-type: none"> • Preparing sales trip and book fair schedules. • Ordering and preparing sales material for trips and for sending to customers. • Drawing up contracts and maintaining relevant spreadsheets. • Market research. • Assistance with the preparation for major Trade Fairs. • Assisting fulfillment staff in preparation and sending out of translation material. • Liaising with other departments to obtain sales material and to relay shipping instructions. • Covering the switchboard in the Receptionist's absence. • General administrative and office assistance.
Location	Central London – Covent Garden
Start Date	Varies – maximum of two or three placements a year available.
Duration	Approximately Six Months
Working hours per week	35 hours. 9.30-17.30 Monday to Friday
Accommodation (please select)	<input type="checkbox"/> Student to make own accommodation arrangements.
Details of financial and “in kind” support to be provided	<p>£10 a day contributed towards travel and subsistence.</p> <p>Please let us know what level of funding your Erasmus funder is able to provide - the company expects interns to be provided with a level of support appropriate to a placement in Central London</p>
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Reasonable level of written and spoken English required. Competence in other languages (in addition to native tongue) may be useful.
Computer skills and level of skills required	Reasonable experience with Microsoft Office programmes necessary.
Drivers license	Not necessary
Other	Applicants should be able to demonstrate at least three months experience of working in an office environment. Interest in the publishing sector / arts / languages background an advantage.

INFORMATION PROVIDED BY

Name	Tess Walsh
Department / Function	HR Department - Administrator
E-mail address	erasmus@octopus-publishing.co.uk
Phone number(s)	0207 632 5400
Date	20 September 2012 (this information replaces any previous information provided for Octopus Publishing)

Please return this form by email to erasmus@britishcouncil.org