



Education and Culture DG

Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Octopus Publishing Group
Address inc post code	Endeavour House, 189 Shaftesbury avenue, London, WC2H 8JY
Telephone	0207 632 5400
Fax	0207 632 5405
E-mail	Sarah.richardson@octopus-publising.co.uk
Website	www.Octopusbooks.co.uk
Number of employees	80 approx.
Short description of the company	Illustrated non-fiction publisher
Other	

CONTACT DETAILS	
Contact person for this placement	Sarah Richardson
Department and designation / job title	HR Assistant
Direct telephone number	0207 632 5400
E-mail address	Sarah.richardson@octopus-publishing.co.uk

PLACEMENT INFORMATION	
Department / Function	Foreign Rights Department
Description of activities	<ul style="list-style-type: none"> • To prepare trip and book fair schedules. • Ordering and preparing sales material for trips and for sending to customers. • To draw up contracts and maintain relevant spreadsheets. • Market research. • Assistance with the preparation of the Frankfurt Book Fair. • Assisting fulfilment staff in preparation and sending out of translation material. • Covering the switchboard in the Receptionist's absence. • General administrative and office assistance.
Location	London, United Kingdom
Duration	9 months
Working hours per week	35 hours
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	£ 10 expenses per day worked
Other	
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Advanced / Fluent English
Computer skills and level of skills required	Microsoft Office Literate
Drivers license	No
Other	

INFORMATION PROVIDED BY	
Name	Sarah Richardson
Department / Function	HR Assistant
E-mail address	Sarah.Richardson@octopus-publishing.co.uk
Phone number(s)	0207 632 5400
Date	09/03/11