

**A. 2.****Business Operations Executive at high-growth startup**

With over £3m in venture capital funding, this is one of London's hottest tech start-ups. And they're hiring graduates.

A true market-disruptor, their intelligent software is revolutionising an archaic industry through automated data aggregation and verification: background checking. With a brilliant team, assembled from all over the world, this is a group of diverse, tech-savvy innovators who believe in rapid iteration and constant growth.

**You have:**

- Bachelor's degree (ideally 2:1 or above) OR relevant working experience
- Highly organised and efficient with fantastic attention to detail
- You'll be somebody who can maintain excellent accuracy even as increasing demands are put on your speed
- Excellent communication skills - written and oral, on the phone, or face-to-face with the team
- The ability to quickly assimilate processes and systems - they're looking for somebody who is seriously tech-savvy with a high level of computer understanding
- Outstanding work ethic - the kind of person with an extra gear to go to when volumes spike
- You're likely, therefore, to be somebody with lots of interests/ projects you do in your spare time and, if not, you'll certainly have a proven track record of cramming lots in!
- Capacity to work through systemised tasks without losing focus or drive

**Bonus points for:**

- Proficient in one foreign language (ideally European)
- Interest in start-up culture & being involved with a dynamic young team
- Previous work experience at a technology start up
- Previous work experience within background checking & compliance

**About you:**

To be a great fit with the team, and to really enjoy working with them, you'll be:

- A person who refuses to accept any standard short of perfection - extremely detail and process oriented
- Super smart/ somebody with wide and varied interests.
- From a software engineer who's an outstanding pastry chef to an English grad who's into particle physics, they like people who are interesting and interested!
- An innovative thinker - the kind of person who is always experimenting with new tools/ systems/ approaches to do things better and faster
- A caring and sensitive team member - generous with your own time and highly considerate of your colleagues'
- Able to manage time and prioritise tasks effectively; ability to multi-task is a must
- Able to think critically, draw upon previous experience to make decisions independently, and exercise good judgement

**Benefits**

They expect a lot from each other but, in return, like to make things easier whenever they can. Team members all enjoy:

- Unlimited budget for any software or books you need to help you learn
- A fully stocked kitchen with unlimited breakfast, snacks, juices, smoothies and fresh fruit every day
- Subsidised gym memberships and company sponsored sports (football, spin, yoga) to keep the mind clear and the body strong
- Friday afternoon wine and beers, monthly dinners, quarterly socials (including cookery classes and private cinema trips)
- Share options - their valuation has historically doubled in value every 6 months

**They're committed to creating a great place to work, so go to great lengths to give you what you need to succeed.**

**Graduate Community Management Internship****Company Profile:**

Our client is growing tech start-up that is revolutionising the market research industry from their base in Central London. They have developed a growing global community who provide consumer-facing brands with crucial market intelligence. They have made it possible for companies to have eyes and ears on the ground all over the world without ever leaving the office. They are without a doubt a company worth watching on the London tech scene.

**The Role:**

The Graduate Community Management Internship is an incredible opportunity for someone looking to break onto the London start-up scene. You will be helping to build the platform's community as well as managing their portfolio of active members. This means actively seeking out people who are interested in joining the community, as well as assuring the quality of submission of those already on the books. This 1-month internship will not only give you a wide breadth of experience, but your expenses will be paid and the role has the potential to convert to a permanent position if you succeed.

**Key Responsibilities:**

We are on the hunt for a confident graduate who is willing and eager to understand the full vision of our client's business. The successful applicant will have a strong academic background and a keen eye for detail. The role will involve much liaising with their network and thus personable candidates with a good phone manner are all the more likely to stand out.

**So, What Are We Looking For?**

- A least a 2.1 from a top university
  - Excellent communication skills both verbal and written
  - High levels of confidence and professional maturity
  - Previous client experience is desirable
  - Good organisation skills and a keen eye for detail
  - Eager to understand the vision of the business
  - Additional languages are desirable (Hindi, Farsi and Portuguese preferred)
- If you're looking for a varied position which will enable you to combine your research and communication skills whilst giving you an insight into life within a growing tech start-up, then look no further - send us your CV today!

**A. 3.**

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## 3.

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## 5.

a. Career-management networking and job-hunting networking. The two kinds of networks have different purposes: career management networking is a strategy to manage your career and its benefits include the exchange of information and favours; the purpose of a job-hunting network is to find a job.

b. Being an introvert; focusing on day-to-day demands and not making the time or effort to network

c. Networking contacts may not know of any jobs; if you have not contributed to the network people may be unwilling to help

d.

- Identify 3 people you would like to meet. If you have a mutual acquaintance, ask for an introduction. If not, first write a letter, then phone or send an e-mail. After the initial contacts, request a short personal meeting or lunch.
- Never ask a networking contact for a job.
- Make the effort to network before you lose your job.