

Subsidiary diploma in business assignment

Sociology



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Milliner is a dual-listed company which consists of Milliner N. V. , headquartered in Rotterdam, and Milliner PI, headquartered in London. These two companies operate as a single business, with a common board of directors. Milliner is organized into four main divisions – Foods, Refreshment (beverages and ice cream), Home Care, and Personal Care. It has research and development facilities in the United Kingdom, the Netherlands, China, India and the United States. Milliner was established in 1929 through the merger of the Dutch margarine producer Margarine Union and the British shoemaker Lever Brothers.

In the second half of the 20th century the company expanded its operations worldwide. It has made a number of acquisitions, including Lipton (1971), Brooke Bond (1984), Cheeseburgers-Ponds (1987), Best Foods and Ben & Jerry's (2000), and Alberta-Culver(2010). Their target markets are based in West Europe, the USA, Russia and Africa. Company's target consumers are mostly women aged from 17 to 45. As Milliner is the world's third-largest consumer goods company and its main competitors are Procter & Gamble and Nestle. Company's revenue is 48.36 billion euros as for 2014.

Its net income is 5.515 billion euros. As for 2015 Milliner has about 175,000 employees. TASK 2 (PI) During the recruitment and selection process there are prepared a number of documents at Milliner. One of the key documents in this process is a job description. It is a written statement that declares and explains the responsibilities, working terms and conditions. It permits the business to identify the role which should be filled. What's more, a job description permits the potential candidate to elucidate the main details of the position which they are applying for.

The job description at Milliner usually contains: a job title, location, summary of a job, main duties and responsibilities and who will you report to. The description of the position Logistics Coordinator can be found APPENDIX 1. A person specification is another noteworthy document in the recruitment and selection process. It is a list of the skills and qualifications that are needed for a specific occupation. It permits the business to identify the perfect individual for the occupation and permits the potential candidate to perceive how they may be suitable for the position.

That type of document at Milliner usually includes: job title, education, experience, skills and qualities. Job advertisement, to my mind, is the most important document in the recruitment and selection process at Milliner. It is drawn up from the person specification and the job description. The main purpose of a job advertisement is to attract suitable candidates for the position. Milliner advertisements include title of a job, education and qualifications needed, experience, skills and qualities as well as working conditions.

During the next stage of the process applicants fill in the application form online on the site of Milliner. This document is created by Milliner and it helps the company to gather information about applicants. It usually includes applicant's personal details, education and qualifications, working experience, skills and qualities and references. At the very end of the recruitment and selection process the company and a candidate sign up a contract of employment. It is a contract used in labor law to attribute rights and responsibilities between the employer and the employee. Its purpose is to protect both parties (employer and employee).

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Whether stated or not in the contract, both the employee and the employer owe the duty of mutual confidence and trust, and to make only lawful and reasonable demands on each other. A contract includes information about the terms and conditions of employment, rights and duties of all participants and sometimes the amount of remuneration.

TASK 3 (UP) Vacancy of Trade Representative of Milliner in Moscow

Skill required What it means How meet the requirement

Employability skills Secondary education Applicant must have a general certificate of secondary education confirming that e/she has finished secondary school. M going to finish school in 2016

Minimal operational experience in the position of merchandiser at least 1 year It means that an applicant should have experience in working on this position and be able to respond to all manager's tasks. Merchandisers are responsible for ensuring that products appear in the right store, or on a website, at the appropriate time and in the correct quantities. This involves working closely with the buying teams to accurately forecast trends, plan stock levels and monitor performance.

As I am a student I do not have this experience but I am going to apply to a similar position in another company to have the right understanding of all functions of trade representative

Intermediate level of English It is obligatory to have B1 level of English to understand some managers who are foreigners

Currently I am having an upper-intermediate level of English and going to enrich my knowledge in future

Effectiveness in meeting targets That means that an applicant should comply to all the requirements and be able to correspond and achieve formulated aims

I am a responsible person who is keen to do everything on time and is really good at meeting the plans of

actions Personal and communication skills Hard-working That means a person should show good results, do all tasks faultlessly and on time While studying in school we have a lot of assignments and projects.