

## Placement Slovakia

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## **Business Support Coordinator**

(Erasmus+ internship in Marketing )

**Location:** Bratislava, Slovakia

**Start:** April 2017

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.**

### **Company profile:**

This internship would be for a company which is an online yacht search offering more than 1700 yachts in 60+ destinations worldwide, the best prices and verified content.

The company provided an opportunity to work with the team of committed people having one common goal in mind - satisfied customer.

### **Position description:**

The trainee will be the first point of contact for Charters and Customers. For charters he/she will work on its content and pricing improvement, run the quality checks of existing boats and work of freelancers. For Customers the trainee will provide support during reservation process and help with other inquires.

### **Qualifications:**

- Very good communication skills,
- working independently,
- well organised and learning fast,
- German, Hungarian and Polish language is a big benefit.

### **Knowledge and skills the trainee can learn during the internship:**

- Communication skills in VIP customer service and partner conversation,
- Sails skills - soft sails,
- Strategic planning and managing small groups of people,
- Get inside in online business, contribute and create something totally new,
- Trainee will learn how to prioritise and get the business focus,
- Learn how to work in the team and how to apply common sense,
- Learn influencing skills as part of communication per impact.

### **Benefits:**

- Business trips are possible,
- Young and motivated team,
- Freaky Fridays every month where the team spends great time together,
- Free accommodation provided,
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

**Interested candidates please apply by submitting [an online application form](http://www.placementslovakia.com) at [www.placementslovakia.com](http://www.placementslovakia.com)**

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## Marketing Assistant

(Erasmus+ internship in Real Estate Sector)

**Location:** Bratislava, Slovakia

**Start:** April 2017

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.**

### Company profile:

The company is the world's largest privately - held commercial real estate services firm. The company advises and represents clients on all aspects of property occupancy and investment, and has established a preeminent position in the world's major markets, as evidenced by its frequent involvement in many of the most significant property leases, sales and management assignments. Founded in 1917, it has approximately 250 offices in 60 countries, employing more than 43,000 professionals. It offers a complete range of services for all property types, including leasing, sales and acquisitions, equity, debt and structured finance, corporate finance and investment banking, corporate services, property management, facilities management, project management, consulting and appraisal.

### Position description:

- Marketing support of the team working on various real estate projects
- Translation tasks
- Data research
- Taking care of webpage content and social channels content
- Media monitoring

### Qualifications:

- Strong written English skills
- Excellent PC Knowledge (MS Office, Excel, Word, Power Point)
- Excellent communication skills
- Creativity and great attention to detail
- Marketing education as a plus

### Knowledge and skills the trainee can learn during the internship:

- Interpersonal and communication skills
- Experience with marketing of a real estate international company
- Work experience from big international company

### Benefits:

- Free accommodation provided
- Meal vouchers
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## **Sales and Marketing Assistant (Erasmus+ Internship in Sales)**

**Location:** Bratislava, Slovakia

**Start:** May 2017

**Duration:** 5 months minimum

**Working language:** English and German

**This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.**

### **Company profile:**

This opportunity would be for Slovak branch of an international company which specializes in international and domestic relocations and removals of personal property.

The company was founded with the sole aim of fulfilling the requirements of the most demanding clients in removal services.

The portfolio of clients includes international companies, diplomats from various countries and individual people who have decided to move.

### **Position description:**

The trainee will be responsible for acquisition of a new potential customers within DACH countries (Germany, Austria and Switzerland) and South Korea.

Also, the trainee will be assisting in a preparation of quotations for an international moving of personnel effects and household goods.

### **Qualifications:**

- Active interest in sales and marketing
- Good level of English language
- Good level of German language

### **Knowledge and skills the trainee can learn during the internship:**

The trainee will get acquainted with the relocation and logistics industry.

The knowledge how to calculate volume of the removal, how to prepare a quotation for truck, air and sea transportations will be obtained as well.

### **Benefits:**

- Free accommodation provided
- Pleasant working atmosphere
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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**Finance Assistant  
(Erasmus+ Internship in Finance)**

**Location:** Bratislava

**Start:** June 2016

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ agreement by their education institution covering the whole internship period.**

**Company description:**

This position is for a Slovak branch of a world-known company providing services in audit, tax and legal issues. The Bratislava branch has more than 3000 clients among all industry fields. With more than 300 employees belongs to one of the most seeking employers.

**Internship description:**

The intern will become an administrative support in various types of activities such as establishment of account management plans, research, marketing of material publications, analysis of monthly financial performance, management in new business initiatives, document revision, project participation, work with excel, etc.

**Qualifications:**

- English native speaker
- Accounting and financial analytical knowledge
- International advisory environment
- Business development activities
- Project management skills

**Knowledge, skills and competence to be acquired:**

The intern will develop his skills and analytical thinking in finances due to many field related to tasks stated above. Reference from this company will definitely enrich interns CV.

**Benefits:**

- Accommodation provided
- Meal vouchers
- Standard support by our team, for details check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## IT System Administrator

(Erasmus+ internship in Marketing )

**Location:** Bratislava, Slovakia

**Start:** April 2017

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.**

### Company profile:

This internship position is for a community-driven organization devoted to empowering ICT innovation in Europe. It provides an environment for ICT innovation community interaction that is both virtual and physical. In particular, its crowd evaluation tools for publications have been recognized by the European Commission as a ground breaking approach to supporting idea dissemination.

The organization is currently seeking an intern to assist the Conference Managers team in Bratislava to support and lead its conference activities in cooperation with researchers and industry around the globe. This role may be a starting point in your career, giving the intern the possibility of progression to more senior roles.

### Position description:

Contribution to the maintenance and evolution of existing tools which support the events organization and publications

### Qualifications:

- University student of computing or other related disciplines;
- Administration of Virtual Machines;
- Knowledge of Docker containerization and orchestration;
- Experience with distributed version control systems such as Git;
- Familiarity/Experience of functional programming languages (Haskell, Common Lisp, others) will be considered a strong plus;
- Experience working with Linux environments (Debian/Ubuntu, RedHat);
- Experience with relational DBMSs;
- Experience with web-servers and application containers management (nginx, apache, Tomcat);
- Experience and knowledge of agile methodologies, software design methods are considered a plus

### Knowledge and skills the trainee can learn during the internship:

- Autonomous thinking and problem solving skills;
- Prioritization, time management skills and capability to adapt to dynamic environments;
- Ability to work hands-on and with limited supervision;
- Attitude to collaborative working;
- Working knowledge of the English language (written and spoken) is essential
- Sound computer skills and ability to quickly learn new technical interfaces
- Service minded, positive and team-oriented

### Benefits:

- Free accommodation provided
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## Junior Web Developer

(Erasmus+ internship in IT)

**Location:** Bratislava, Slovakia

**Start:** April 2017

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.**

### Company profile:

This internship would be for a small IT company which has developed an online business management software, an integrated solution of CRM, project management and sales tracking.

### Position description:

- Implementation of new technologies,
- Creating and updating existing modules of company products,
- New technologies possibly used as company products testing.

### Qualifications:

- Programming in object oriented language such as C++, Java, etc.
- C style
- Knowledge of SQL database language
- Javascript knowledge, HTML, CSS, PHP.

### Knowledge and skills the trainee can learn during the internship:

A trainee will get an opportunity to work by himself, to create new ideas and deepen the knowledge of the programming languages.

### Benefits:

- Free accommodation provided
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## Invoicing Specialist

(Erasmus+ Internship in Economics)

**Location:** Bratislava

**Start:** ASAP

**Duration:** 6 months minimum

**Working language:** English, German as an advantage

**This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ agreement by their education institution covering the whole internship period.**

### Company description:

A young international company focused on delivering high-quality services in the field of data processing specialized in accounts payable and receivable.

### Internship tasks description:

- Invoice processing in a modern online tool, which will be taught to use by German and Slovak colleagues
- Creating and background checking new supplies, banks, bank codes and goods in the system
- Completing missing invoice data and invoice checking
- Troubleshooting with German colleagues
- Routine company administration
- Proactive problem solving

### Qualifications:

- Education in economical field
- Willingness to learn, to gain experiences and to overcome challenges
- Previous experience in invoicing, accounting and with customer communication are advantageous
- English language on communicative level, German is an advantage
- Any other foreign language even on basic level is also an advantage (French, Italian, Slovene, Polish, Hungarian, etc.)
- Strong focus on detail and written text
- Responsible and creative approach

### Knowledge, skills and competence to be acquired:

- Invoice processing
- Business development
- Customer care and creating added value for customers
- Take part on building the company and its processes
- Gain experience from international projects
- Knowledge of foreign languages improvement

### Benefits:

- Flexible working hours
- Possibility of full-time job after a successful completion of internship
- Free accommodation provided
- Standard support by our team ( check [www.placementslovakia.com](http://www.placementslovakia.com))

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