Erasmus+ Student Work Placement in Czech Republic

EMPLOYER INFORMATION	
Name of organisation	LBMS, s.r.o.
Address	Sokolovská 77-79 186 00 Prague 8 Czech Republic
Telephone	+420 722 667 133
Fax	-
E-mail	stiefel@lbms.cz
Website	http://www.lbms.cz/
Number of employees	<25
Short description of the company	We create solutions to increase IT agility and educate IT and business professionals. Since the founding of the company in 1993, we have helped customers increase control over their IT and improve relationships between IT departments and between IT and business.
CONTACT DETAILS	
Contact person for this placement	Ms. Jana Stiefel
Department and designation, job title	Marketing & Sale
Direct telephone number	+420 722 667 133
E-mail address	stiefel@lbms.cz
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Ms. Jana Stiefel, stiefel@lbms.cz
Deadline for applications	Still available
Application process	Send required documents: CV and brief cover letter (you specify subject of your study/interest and expectation of internship) to stiefel@lbms.cz. Once reviewed, suitable applicants will be contacted.
PLACEMENT INFORMATION	
Department, Function	**Sale Manager Assistant, Coordinator Assistant, Back Office Assistant**
Location	City: Prague; region: Prague; country: Czech Republic
Start Date	2018
Duration	Minimum 3 months (best option 6-12 months)
Working hours per week	16 - 35 hours
Description of activities, tasks	• Working with the Internet, information searching • Social Networks (Facebook, LinkedIn, and others) • Working with the Information System (CRM) • Administrative support • Preparation and processing of incoming orders

	• Courses organizations assistance • Assistance with layouts/documents/materials for educations courses • Assistance with business layouts • Design and creation of presentations, layouts, graphical data processing • And others according student's competencies
Accommodation (please select)	Student´s dormitories according to free capacities / individual rent room/flat (student arranges himself)
Details of financial and “in kind” support to be provided	Internship is unpaid. Student should be fully granted by his/her home University through the Erasmus Student Mobility Programme.
Other	• Notebook • Participation in corporate events • Coffee and comfortable offices • Free working hours and homeoffice • Lunches • A friendly team ☺
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Czech: B1, English: B1
Computer skills and level of skills required	MS Office and another advantage
Driving license	Not required
Other	-

Date: 31/01/2018