

## Placement Slovakia

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## **Customer Service Specialist**

(Erasmus+ traineeship in business service sector)

**Location:** Bratislava

**Start:** January/February 2019

**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 position is for a Slovak branch of a global technology company and one of the worlds biggest producer of computers. They are proud to believe that technology is essential for driving human progress, and are committed to providing that technology to people and organizations everywhere, so they can transform the way they work and live. It is one of the main employers in west Slovakia with high support of diversity, sustainability and communities.

### **Position description:**

- Investigation and resolving of pre-delivery and post-delivery issues to the satisfaction of the client and act on behalf of the customer with other departments
- E-mail and phone communication to support sales service provided to customers
- Delivery of a positive customer experience, to solve situations when orders do not meet the customers' expectations
- Work in a dynamic environment of multinational teams and with an opportunity of connecting to different people from various countries every day
- Use your own initiative to find new solutions for unusual or problematic situations regarding the customers order to ensure the best experience.

### **Qualifications:**

- Higher Education Student/graduate
- Fluency in English Language
- Fluency **in one** of the following languages: German, Italian, Russian, Swedish, Dutch, Polish
- Excellent communication skills
- Customer focus

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

Trainee will have an opportunity to gain first class customer service training in a multinational company and other skills like: Analytical and divergent thinking, Business strategic and customer oriented thinking, Escalation management skills, Experience with different software and tools.

### **Benefits:**

- Free accommodation provided,
- Possibility to get employed for Full- time after the traineeship
- Development in terms of career (career plan)
- Various internal trainings
- Team building activities
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## Technical Support Analyst

(Erasmus+ traineeship in technical-hardware IT sector)

**Location:** Bratislava

**Start:** January/February 2019

**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 position is for a Slovak branch of a global technology company and one of the worlds biggest producer of computers. They are proud to believe that technology is essential for driving human progress, and are committed to providing that technology to people and organizations everywhere, so they can transform the way they work and live. It is one of the main employers in west Slovakia with high support of diversity, sustainability and communities.

### Position description:

The main tasks of the Trainee will be:

- Identification of Tech issues with the customers on the phone (approx. 10 - 15 calls/day/8 working hours)
- Propose one of solutions to the client based on the issue character
- Pickup and repair in our workshop, part delivery, engineer on site
- Communication with the client via Email until the issue is resolved
- Project participation

### Qualifications:

- Higher Education Student/graduate
- Fluency in German and English Language
- Basic IT knowledge is an advantage (Hardware components, most common tech issues – how to identify tech hardware errors) However full training will be provided.
- Motivation to learn and improve

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

Trainee will have an opportunity to gain technical and soft skill training, knowledge of Newest Tech updates and tools and Various internal trainings and possibility of mentoring and support with final thesis if needed.

### Benefits:

- Free accommodation provided,
- Possibility to get employed for Full- time after the treineeship
- Development in terms of career (career plan)
- Various internal trainings
- Team building activities
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## **Project Management Assistant**

(Erasmus+ traineeship in digital solutions area)

**Location:** Bratislava

**Start:** January 2019

**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 position is for a Slovak branch of an American enterprise information management services company founded in 1951 and headquartered in Boston, Massachusetts. Its records management, information destruction, and data backup and recovery services are supplied to more than 220,000 customers throughout North America, Europe, Latin America, Africa, and Asia.

### **Position description:**

The main tasks of the Trainee will be:

- Assisting the project manager in optimizing of existing processes
- Implementation of new software within the company
- Assistance in setting up new projects in area of digital solutions

### **Qualifications:**

- Higher Education Student/graduate in business/technical or IT area
- Fluency in English Language
- Interest in digital solutions is welcome (full training will be provided)
- Motivation to learn and improve

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

Trainee will have an opportunity to gain an experience with project coordination in a company that is a market leader through digital solutions in the field of digital management.

### **Benefits:**

- Free accommodation provided,
- Possibility to get a Full-time employment offer after the traineeship
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## Quality Management Trainee

(Erasmus+ traineeship in business quality sector)

**Location:** Bratislava

**Start:** January 2019

**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 position is for a Slovak branch of an American enterprise information management services company founded in 1951 and headquartered in Boston, Massachusetts. Its records management, information destruction, and data backup and recovery services are supplied to more than 220,000 customers throughout North America, Europe, Latin America, Africa, and Asia.

### Position description:

The main tasks of the Trainee will be Assisting in maintaining and review the intergration management systems (ISO 9001, 14001, 27001), prepare new procedure according senior supervision, assist and support on internal and external audit of IRM, customer/ vendor audits, provide training of employee and creaty stubased on the superior's request ect.

### Qualifications:

- Higher Education Student/graduate in business or economics area
- Fluency in English Language
- Knowledge of ISO systems is an advantage (full training will be provided)
- Motivation to learn and improve

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

Trainee will have an opportunity to gain training skills, managing skills, experience in international cooperation, learn how to work independently but in the name of the company interest, work through all company departments.

### Benefits:

- Free accommodation provided,
- Possibility to get a Full- time employment offer after the treineeship
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## Customer Service support in Finance

(Erasmus+ traineeship in Finance)

**Location:** Bratislava

**Start:** January 2019

**Duration:** 6 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 global technology company, a leader in genuine innovation, dreaming up – and building – the technology and services that enable and inspire progress around the world. This company is an Affirmative Action – Equal Opportunity Employer. The branch in Bratislava is the biggest in EMEA and has over 500 employees.

### Position description:

This is an ideal starting position for future Billing and Customer roles within EMEA Services Organization (and believe us there are many). The candidate will get practice in working with Finance reports and data analysis, learn how to cooperate with other teams on solving an issue as well as gain experience in presenting data / inputs on the calls to wider audience.

### Qualifications:

- You need to speak English, as you will be in touch with our colleagues across Europe
- You need to have at least some experience in Excel and PowerPoint (and we together will keep improving it)
- Be people friendly and want to communicate with colleagues and external vendors/partners

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

- How does it work with daily communication to service partners about their reimbursement plan, invoice payment issues and process related queries
- How to verify, update and submit invoices for payments via internal payment system
- How to work as a partner: supporting EMEA Services team on billing data consolidations and billing validation
- How does financial data maintenance & Exceptions process work in international companies and you can also participate on projects such as: • Billing data consistency between Operational and Financial databases • Correct and on time payments to EMEA Service providers

### Benefits:

- Free accommodation provided;
- Soft skills trainings with internal trainer • Internal development programs, yoga in the workplace, sport teams, creative teams, fitness program, diversity and LGBT employee groups, company events, notebook for personal use, etc.
- Meal vouchers
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## Junior Sales Consultant

(Erasmus+ traineeship in Business)

**Location:** Bratislava

**Start:** January 2019

**Duration:** 5 months minimum

**Working language:** English + Spanish OR French OR Dutch

**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 position is for an international logistics startup size company specializing in emergency freight solutions for the industry. It offers premium logistics services such as air charter, on board courier, priority freight worldwide. Moreover, the primary goal is to be recognized as a unique problem solver when a customer meet a critical situation. Slovak branch has been recently set up with a small team and is ready to be developed.

### Position description:

After an internal training, your mission will consist in contacting new industrial customers, introducing them our solutions in order to promote our services. Responsibilities include: looking for new industrial clients (B to B calls), following up via personalised emails, regular update calls, newsletter and marketing campaigns. Additional missions: participating in the organization of transport operations (with guidance), writing/translating articles in your native language for the website, blogs and brochures.

### Qualifications:

- Higher Education Student/graduate
- **Spanish or French or Dutch** native language is a must have.
- English: intermediate level as a minimum (in order to communicate with the team)
- positive attitude: willing to improve the customer satisfaction & experience
- sales and marketing sensibility
- strong attention to details
- familiarity with editing and design software (e.g. Photoshop, InDesign, powerpoint) is a plus.
- no logistics skills are required.

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

Being in a small team (new office being launched in Bratislava) you will be working closely with your manager and colleagues and get a firsthand view of many aspects of the business development. You will get various experiences and broaden your skill set. Regarding sales skills, you will learn how to address to B to B customers in the industrial sector. You will boost your self-confidence when speaking to any type of customer from junior profile to executive manager level.

### Benefits:

- Free accommodation provided,
- Working in a nice environment (co-working, startup center)
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## Management IT Consulting Trainee (Erasmus+ traineeship in IT)

**Location:** Bratislava

**Start:** January 2019

**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 position is for a Slovak branch of a world-known company providing services in advisory, audit, tax and legal services to domestic as well as international companies across all major industries. 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 in Slovakia and abroad.

### Position description:

Trainee will be a member of Intelligent automation team for the area of process automation and robotic process automation(RPA). The task will be from preparing the environment to delivering proof of concept. Used tools are mainly Blueprism for RPA and APIAN for process automation.

### Qualifications:

- Higher Education Student/graduate in Computer science/informatics
- Skills in programming or scripting are an advantage as well as process analysis knowledge.
- Good level of English,
- Well organised, proactive
- Initiative and motivated person willing to learn and work independently

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

Trainee will have opportunity to gain knowledge in process analyses and developing automation solutions. This is an opportunity to be a part of a global reputable company with further carrier possibilities.

### 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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## **Finance Assistant**

(Erasmus+ traineeship in Finance)

**Location:** Bratislava

**Start:** January 2019

**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 at close to native level
- 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 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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## Junior Web Developer

(Erasmus+ traineeship in IT)

**Location:** Bratislava, Slovakia

**Start:** February 2019

**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 start-up company which has developed a successful 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:

- Higher education student in IT
- Programming in object oriented language such as C++, Java, etc.
- C style
- Knowledge of SQL database language
- Javascript knowledge, HTML, CSS, PHP.
- Good level of English language

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

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## Junior Graphic Designer

(Erasmus+ traineeship in graphic design)

**Location:** Trnava, Slovakia  
**Start:** January/February 2019  
**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 traineeship opportunity is in one of the best graphic design studio in Slovakia, a multiple winner of Red Dot Design Award and Pentawards. You will become a part of the team of creative people focused on graphic design (packaging, brand identity building, books – company publications in various sectors) whose goal is to create brands with a message and to bring new energy and vitality to existing brands, Slovak as well as international.

### Internship description and main responsibilities of a trainee:

This position is working as a Junior Graphic Designer to work primarily on variety of graphic and marketing projects and activities such as: product packaging, corporate communications and corporate identity, books, magazines, posters etc.

### Qualifications:

- minimum Bachelor's degree in Graphic Design, Graphic Design & Visual Communication or similar subjects is needed
- skilled in the use of graphics and image editing software including Adobe Illustrator and Photoshop as well as Adobe InDesign
- fluent in English, both written and spoken
- creative and innovative, with good communication skills
- willing to learn, organized and results oriented
- experience working on Apple Mac is advantage

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

We are offering an amazing opportunity for enthusiastic Graphic Designer - trainee to work with our great team of creatives. You can gain skills and different abilities by working on real projects with professionals, including use of colors, fonts and design in an commerce environment.

### Benefits:

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

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## Online Marketing Trainee

(Erasmus+ traineeship in Marketing)

**Location:** Bratislava

**Start:** January/February 2019

**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 traineeship is in a Slovak branch of an international company with headquarters in Netherlands, a leading springwater and watercooler brand, delivering water to companies in Slovakia for more than 15 years.

### Position description:

Intern will be responsible for web analytics and reporting; Optimizing web content; Analyzing online campaigns and activities; Creating, testing and optimizing campaigns for various channels as display, website, emailing and social media; Deciding target groups and perform analytics, user- and A/B testing.

### Qualifications:

- English language
- Familiar with online product- and brand activation, internet content creation
- Familiar with website and social media customer behavior
- User experience analysis and testing
- Familiar with google analytics and online advertisement KPI's (CPC, PPC, CPA etc.).

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

Intern will gain skills in branding and advertising a B2B brand live, and measuring the effects of changes and actions. Working with KPI's, testing and re-developing creative to optimize performance of online activities. Using social media as a tool to optimize brand positioning and customer service, and learn the live effects of doing this with real customers. Work with a team of design, sales and local marketing experts to exchange experience, knowledge and explore skills.

### Benefits:

- Free accommodation provided;
- Lunch meal vouchers,
- Bratislava buss pass
- additional online training courses if proven useful for the position.
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## Business Software Developer

(Erasmus+ traineeship in IT)

**Location:** Bratislava

**Start:** January/February 2019

**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 traineeship is in a Slovak branch of an international company with headquarters in Netherlands, a leading spring water and water cooler brand, delivering water to companies in Slovakia for more than 15 years.

### Position description:

Intern will be utilising high-level OO Perl Development techniques; Assisting the development of a custom made software platform; integrating functionalities and reporting tools working with the existing database; creating, modifying or updating (new) modules and functionalities using PERL, HTML and CSS; contributing to the quality of delivery, test and release infrastructure.

### Qualifications:

- English language
- Familiar with development using object oriented Perl
- Knowledge of HTML, CSS and JavaScript
- Knowledge of extracting data from database to create enhanced reports.

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

Intern will work on a platform where business software is developed, tested, and integrated in a live environment. He/She will get trained and coached by senior development experts together with business experts, witnessing the task creation, architecture, developing, testing, integration and usability of the software.

### Benefits:

- Free accommodation provided;
- Lunch meal vouchers,
- Bratislava buss pass
- Additional online training courses if proven useful for the position.
- Standard support by our team. For more information check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## English teacher for youngsters and adults (Erasmus+ traineeship in Teaching)

**Location:** Trnava, Slovakia  
**Start:** Flexible 2019  
**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:

Language school oriented towards business clients with the emphasis on all the aspects of language learning. The school is also organizing summer camps for youngsters led by English language teachers.

### Position description:

The intern will be working as an English teacher by the licensed WattsEnglish method® to young and very young learners. While leading students through creative play and hands-on activities, he will be planning and supervising class projects, field trips, or other experiential activities, and guiding students in learning from those activities. The intern will be also teaching adults (however, in limited number of hours). Another task will be performing demo lessons for potential clients (at schools and kids centres); preparing lesson plans, choosing curriculum; reporting the progress of students to the management of the KDG and parents of the children and finally, attending weekly staff meetings.

### Qualifications:

- native English speaker preferred
- enthusiastic about teaching young and very young learners
- positive attitude to children
- active approach to work and contribution to the teaching process in terms of new ideas.
- patience and responsible approach.
- international certification about pedagogical skills TEFL/TESOL/CELTA/DELTA is a benefit

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

- great opportunity to gain an experience in teaching young and very young learners (3-14years) and adults working in an international team (USA, Columbia)
- professional and personal development
- friendly and inspiring work environment - support in methodology as well as in your professional development

### Benefits:

- 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](#) at [www.placementslovakia.com](http://www.placementslovakia.com)**

## Junior Account Manager: Spanish Applicants welcome

(Erasmus+ traineeship in Marketing)

**Location:** Bratislava, Slovakia

**Start:** January/February 2019

**Duration:** 5 months minimum

**Working language:** English and Spanish

**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:

The company is actively engaged in the research and development of technology. The company is active in: design and integration of special monitoring and management software; design and implementation of LonWorks networks, construction of infrastructure for intelligent buildings (mainly lighting control); development and manufacture of electronic equipment and other special equipment with microprocessor-based control or FPGA programming

### Internship description:

The trainee will be responsible for agenda focused on setting up the collaboration with Spain companies. He or she will be mainly using e-marketing tools and tools of the direct marketing.

### Qualifications:

- Spanish native speaker
- English on communication level
- Skills in marketing
- Basic knowledge of ICT
- Good communication skills
- Independence

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

The trainee will deepen the knowledge in:

- Communication and marketing
- Field of automation, telemetry and high end solutions
- Knowledge about R&D processes inside the company

### Benefits:

- Young colleagues in the office
- Company leisure activities (2-3 times / year)
- Lunches included during working days
- Accommodation provided
- Standard support by our team, for details check our website [www.placementslovakia.com](http://www.placementslovakia.com)

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## **Animal Production Specialist**

(Erasmus+ traineeship in Agriculture)

**Location:** West Slovakia Region

**Start:** Flexible 2019

**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 profile:**

This opportunity is working for the biggest agro company in Slovakia, specializing on the production of quality agricultural products in Slovakia. The company was established in 2003 and today consists of several farming units in Slovakia specialized in pigs, eggs, plant and fodder production. The core of the company is a pig production and they are one of the biggest producers in Slovakia with 150.000 fatteners a year. We have a yearly production of almost 50 million eggs and produce crops on app. 6.000 ha. Most of the grains are utilized in the groups of two fodder factories.

### **Position description:**

The trainee will be working in a team of agro specialists on the farm/production factory and the tasks will include farrowing, injecting pigs, weaning and nursery and other.

### **Qualifications:**

- Education in the field of animal production
- Good level of English
- Flexible and positive with proactive approach to work
- Good team player

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

Trainee will get an opportunity to gain practical skills in the animal production sector, learn from the local and international specialists and be a part of a team working on the development of the production with modern approach.

### **Benefits:**

- Free accommodation provided
- Possibility of getting a permanent employment offer within a company after the internship
- Standard support by our team, for more details check [www.placementslovakia.com](http://www.placementslovakia.com)

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