

Placement Slovakia

Selection of Erasmus+ traineeship vacancies

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More positions on www.placementslovakia.com or on demand.

Account Analyst Trainee

(Erasmus+ traineeship in a finance sector)

Location: Bratislava

Start: April 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 in a Slovak branch of a global company, one of the the world's leading reinsuring company. Their business is in understanding and analysing the major risks that concern the world - from natural catastrophes to climate change, from ageing populations to cybercrime. The company employs around 10 000 people across the group worldwide.

Position description:

Trainee will be a member of a finance team with the following key responsibilities:

- Process supplier invoices and allocate them to the appropriate expense account independently and in a timely manner, Process and file staff expense claims, ensure compliance with Company travel policy (in line with local requirements)
- Handling supplier queries associated with invoice status, payment date, possible discrepancies, confirmation of balances Handling internal queries associated with invoices
- Process payments to and from clients in a timely manner
- Liaise with internal staff to ensure correct details are held on internal systems
- Liaise with bank representatives to ensure the correct details are held on the bank account
- Payments processing, error resolution and associated reconciliations Investigate/resolve queries from staff and external parties (suppliers, banks)
- Reconcile data in relevant systems on a regular basis
- Perform other position related tasks as instructed by Supervisor

Qualifications:

- Higher Education Student/graduate in finance, business or economics area
- Fluency in English Language
- Strong interpersonal skills, customer orientation
- Excellent communication skills, Self motivated, proactive and result oriented person

Knowledge and skills the trainee can learn during the internship:

Trainee will have an opportunity to gain knowledge of E2E invoice processing in global company, international environment, cooperation with senior team members and cross-location stakeholders, accounting experience, SAP knowledge, handling of investigations and issue solving.

Benefits:

- Free accommodation provided,
- Lunch allowance
- Professional training courses
- 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

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

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Financial Support Specialist

(Erasmus+ traineeship in finance sector)

Location: Bratislava

Start: March/April 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 in a Slovak branch of a global company present around the world, with its business center in Bratislava being the largest regional business center. We provide centralized, efficient and cost effective financial accounting and transaction services for our geographically diverse clients across the world. The Bratislava Business Center is a key part of transformational business activities with great career opportunities. It is located in a modern office building in a Bratislava city center.

Position description:

Prepare and validate data for account reviews - propose follow up actions to address issues. Analyze and execute follow up on not booked invoices. Prepare and execute technical testing of financial systems (ERPs). Analyze internal processes and propose optimization/harmonization and support implementation of action plan. Prepare and validate data for excel analysis, investigation- propose follow up actions to address issues. Support Month end close activities. x-department cooperation with other teams. Communication with Plants/Branches to speed up the process. Active presentation to manager and director of all actions taken and updates of weekly progress.

Qualifications:

- Higher Education Student/graduate in banking/finance/accounting area
- Fluency in English Language
- Good MS Excel knowledge (incl.pivot, v-look up)
- Willing to develop, learn, Communicative, Collaborative, Team player, Proactive attitude, Flexibility

Knowledge and skills the trainee can learn during the internship:

Trainee will get new knowledge about finance process management, finance analysis. He/She can get training and experience with continuous improvement - 6sigma methodology. Candidate can apply theory from Finance/Accounting/Banking into practice. He/She can face real working and multicultural environment challenges and learn the ways how to address them.

Benefits:

- Free accommodation provided,
- Possibility to get a Full- time employment offer after the traineeship
- Various courses, company gym access
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

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HR Recruiting Coordinator

(Erasmus+ traineeship in a global HR sector)

Location: Bratislava
Start: March/April 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 in a Slovak branch of a global company, one of the the world's leading reinsuring company. Their business is in understanding and analysing the major risks that concern the world - from natural catastrophes to climate change, from ageing populations to cybercrime. The company employs around 10 000 people across the group worldwide.

Position description:

The position holder is responsible for supporting our Recruitment Advisory team in the activities related mainly to pre-selection of candidates and organizing the interviews.

Key responsibilities:

- Close cooperation with Recruitment Advisors and other HR Colleagues
- Reviewing and pre-screening candidates,
- Scheduling of interviews per requests from Hiring Managers and Advisors
- Communicating with candidates and managers throughout the selection process
- Administrative support
- Support marketing activities (Job Fairs, ad hoc events)
- Participation in various projects (innovations, new tools, events)
- Interview attendance might be required from time to time

Qualifications:

- Higher Education Student/graduate in business or economics area
- Fluency in English Language
- Strong interpersonal skills, customer orientation
- Excellent communication skills, Self motivated, proactive and result oriented person
- Experience in a similar position is welcomed

Knowledge and skills the trainee can learn during the internship:

Trainee will have an opportunity to gain the knowledge of internal HR, how does internal recruitment work, will get in touch with many departments and hiring managers in various challenging situations.

Benefits:

- Free accommodation provided,
- Lunch allowance
- 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

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

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Process Engineer

(Erasmus+ traineeship in Industrial Engineering)

Location: Nitra

Start: March/April 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 is in a Slovak engineering and production company, especially in their production division of complex assemblies dealing with custom production of sheet metal parts and assemblies as well as assemblies made from different profile types and materials (steel, stainless steel and aluminium). It is a reputable company with over 100 employees, working on local and international projects.

Position description:

The trainee's project will be assisting in setting new processes including quality, production and logistics.

Qualifications:

- Student/graduate of industrial engineering or quality/project management,
- Good level of English,
- Well organised
- Initiative and motivated person willing to learn

Knowledge and skills the trainee can learn during the internship:

Trainee will have opportunity to gain practical skills in process improvement management, project management, setting new processes and learn the blueprints of mechanical/industrial engineer work.

Benefits:

- Free accommodation provided,
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

We look forward to hearing from you!

Administration and Accountant Trainee
(Erasmus+ traineeship in business/ finance sector)

Location: Bratislava

Start: May 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 in a Slovak branch of a global company, one of the market leader in Property and Asset management. They cover all types of office accommodations including multi-tenant buildings, business and office parks, leasing of retail occupiers, landlords, developers and investors, and market retail properties. Their Bratislava offices are located in a modern high class city center business premisses.

Position description:

The main tasks of the Trainee will be working on the business administration tasks, basic accounting tasks, evidence of accounting documents and support of the team in a finance department of the company.

Qualifications:

- Higher Education Student/graduate in business or economics area
- Fluency in English Language
- Basic accounting skills
- Analytical thinking, detail oriented
- Motivation to learn and improve

Knowledge and skills the trainee can learn during the internship:

Trainee will have an opportunity to gain practical experience in international company, development of communication skills and hard skills from accounting and business administration field.

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

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Junior Sales Consultant
(Erasmus+ traineeship in Business)

Location: Bratislava

Start: March/April 2019

Duration: 5 months minimum

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

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 or Hungarian** 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

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Content Specialist

(Erasmus+ traineeship in Marketing area)

Location: Bratislava

Start: March/April 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 opportunity is in a successful slovak company which operates the number one yacht booking site, offering more than 8500 yachts in 330+ destinations worldwide. The company provides an opportunity to work with the young international team of committed people having one common goal in mind - satisfied customer. This fast growing company has received several business awards and is a market leader in the field.

Position description:

The main tasks of the trainee will be creating unique creative content for online and social media marketing and support of the marketing team.

Qualifications:

- Higher education student or graduate
- Fluent English
- Interest in writing, blogs
- Pro-active, sense of responsibility and can work independently;

Knowledge and skills the trainee can learn during the internship:

This traineeship is an excellent opportunity to working on a global project with international team, in a young startup culture.

Benefits:

- Free accommodation provided;
- Monthly team activities and outings
- Possibility of full-time job after successful completion of internship,
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at placementslovakia.com

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Digital Marketing Trainee

(Erasmus+ traineeship in Marketing area)

Location: Bratislava

Start: March/April 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 opportunity is in a successful slovak company which operates the number one yacht booking site, offering more than 8500 yachts in 330+ destinations worldwide. The company provides an opportunity to work with the young international team of committed people having one common goal in mind - satisfied customer. This fast growing company has received several business awards and is a market leader in the field.

Position description:

The main tasks of the trainee will include Marketing analysis, Market research, SEO optimization, Content creation, Performance and Social marketing.

Qualifications:

- Higher education student or graduate
- Fluent English
- Interest in online and digital marketing
- Pro-active, sense of responsibility and can work independently;

Knowledge and skills the trainee can learn during the internship:

This traineeship is an excellent opportunity to working on a global project with international team, in a young startup culture. Trainee will gain training and practice in Analyzing big data, SEO optimization, PPC performance marketing and Social media marketing.

Benefits:

- Free accommodation provided;
- Monthly team activities and outings
- Possibility of full-time job after successful completion of internship,
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at placementslovakia.com

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Front-end Developer

(Erasmus+ traineeship in IT)

Location: Bratislava, Slovakia

Start: March/April 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 company which is an online yacht search offering more than 1800 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 work on the performance side of Front-end, implementing new design and improving the web performance.

Qualifications:

- Good communication skills,
- Working independently,
- Well organised,
- HTML,
- CSS,
- Java Script,
- Web performance,
- Experiences with at least some of the following technologies: Vue.js, Node.js, Laravel, MongoDB

Knowledge and skills the trainee can learn during the internship:

- Web performance,
- VUE JS library,
- A/B Test,
- NodeJS,
- Continues integration,

Benefits:

- Monitoring,
- Superb offices,
- Team Buildings
- Free accommodation provided,
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com.

We look forward to hearing from you!

Customer Service Specialist

(Erasmus+ traineeship in business service sector)

Location: Bratislava

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:

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

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

We look forward to hearing from you!

Technical Support Analyst

(Erasmus+ traineeship in technical-hardware IT sector)

Location: Bratislava

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:

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

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

We look forward to hearing from you!

Management IT Consulting Trainee

(Erasmus+ traineeship in IT)

Location: Bratislava

Start: March/April 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

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

We look forward to hearing from you!

Financial Processing Trainee

(Erasmus+ traineeship in Finance/banking sector)

Location: Bratislava

Start: March/April 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 one of the global market leader in banking business. The center in Bratislava focuses on client service, management of transactions and financial processes. Company is active around the world and present in every EU country.

Position description:

The main tasks of the Trainee will be Creating and sending of audit confirmations to external parties, employee checks authorization of requestor, retrieves data from different internal systems and completes an overall report for the client or auditor. Systems are in French but the process is clear and also non language speaker can follow and execute.

Qualifications:

- Higher Education Student/graduate in business or economics area
- Fluency in English Language
- Analytical thinking, detail oriented
- 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 banking environment.

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

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

We look forward to hearing from you!

Junior Graphic Designer

(Erasmus+ traineeship in graphic design)

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+ 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

Interested candidates please apply by submitting an online application form at www.placementslovakia.com and state the name and number of this position into the relevant field in the application.

We look forward to hearing from you!

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

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com