

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Acrum GmbH
Address	Marshallweg 6
Postal Code	22111
City	Hamburg
Country	Germany
Telephone	+49 40 688 788 900
Fax	+49 40 688 788 909
E-mail	acrum@acrum.de
Website	www.acrum.de
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	small
Year of foundation	2009
Short Description of the Company	Economic consulting on the German market
Other	

CONTACT PERSON DETAILES	
Name	Magdalena Zarychta Kozłowska
Department / Function	Board of Management
Direct telephone number	+49 40 688 788 900
Direct mobile	
Direct e-mail address	acrum@acrum.de

PLACEMENT INFORMATION	
Department / Function	Trainee
Description of activities	During the internship the student will get to know the principles of the German market, current law and labour market. One of the main duties will be looking into and care of a proper relationship between our business partners. Main tasks: work on subjects concerning the German Law, Administration forms and Labour Market, handle documents, prepare agreements for customers, assist colleagues with the customer service, collect data for current and future project.
Duration	3 months
Working hours / Weekly working hours	40 per week
City	Hamburg
Help with finding accommodation	no
Financial contribution	no
Other	

REQUIREMENTS	
Oral and written language skills	Knowledge of German language
Field of study	Economy, Finance and accounting, International business, Administration
Computer skills	MS Office
Other	