

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Technical and Business College, Brno, Olomoucka 61
Address incl. post code	Technical and Business College Olomoucka 61 612 00 Brno Czech Republic
Telephone	+420548515111
E-mail	posta@sstebrno.cz
Website	www.sstebrno.cz
Number of employees	134
Short description of the company	<p>The Technical and Business College (SSTE) is located in Brno, the second largest city in Czech Republic. It provides 4-year studies finished with Maturita exam and 3-year vocational studies finished with apprenticeship certificate in technical and economical areas such as ICT, management, electromechanics, machinery, etc. The curriculum involves theoretical subjects and practical training. The proportion of practical education differs in different study fields. The school is provided with the latest technical equipment in classrooms for theoretical studies (interactive boards and computers in nearly all classrooms) as well as workshops.</p> <p>The school is also known for its friendly climate among its pupils as well as teachers. There are a lot of extracurricular activities such as sports clubs and tournaments, technical clubs, cultural and social events, discount tickets to theatres etc.</p>
Other	

CONTACT DETAILS	
Contact person for this	Eva Kominkova

placement	
Department and designation / job title	Dept. of Foreign Languages Teacher, Project manager
Direct telephone number	+420604950251
E-mail address	evavaclav@email.cz

PLACEMENT INFORMATION

Department / Function	Dept. of Foreign Languages/English teacher's Assistant
Description of activities	<p>The assistant will be involved in regular English language curriculum. S/he will teach 14-16 lessons a week according to the regular timetable designed for him/her at the beginning of the stay. The assistant will be using the textbook and other teaching and methodological materials commonly used at our school. S/he will also be invited to create his/her own materials. His/her lessons will include all aspects of language teaching (grammar, vocabulary building, conversation) with special emphasis on conversational topics.</p> <p>As several classes take part in eTwinning projects, the assistant will be asked to help students with work on these projects.</p> <p>The assistant will also be involved in extra-curricular activities, such as school trips and excursions, sports activities, discussion in the school library, Christmas party. Taking part in these informal events will enable the assistant to get to know the students and other teachers better and the students will be given opportunity to get involved in informal conversation in English.</p> <p>The assistant will be assigned a mentor teacher. The mentor will help the assistant with lesson plans preparation. S/he will be supervise the assistant's lessons and discuss the possible strengths and weaknesses of the assistant's lessons.</p>
Location	Brno – the second largest city in Czech Republic (about 400 thousand inhabitants). Located in it south of Czech Rep. about 100km from Austrian border.
Duration	4 – 10 months
Working hours per week	14-16
Accommodation	Accommodation can be provided in the students' home close to the school
Details of financial and “in kind” support to be provided	We can provide a financial contribution for accommodation (up to 100EUR/month). The assistant will be provided a working desk in an office with other English teachers so s/he will be able to discuss the teaching process also on informal level. S/he will have a computer and other school facilities at his/her disposal.
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	We require English knowledge at fluent level both in writing and speaking. The assistant should have good communicative skills and positive attitude to teaching and working with young people.
Computer skills and level of skills required	Basic computer skills – MS WORD, Internet etc. Experience with interactive board is welcome but no necessary.
Drivers license	Not required
Other	

INFORMATION PROVIDED BY

Name	Eva Kominkova
Department / Function	Dept. of Foreign Languages/Teacher, project manager
E-mail address	evavaclav@email.cz
Phone number(s)	+420604950251
Date	28 th August 2014

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	DOCincubator
Address incl. post code	Mechovka 567, 19014 Praha 9
Telephone	+420 224 241 046
E-mail	hana@dokincubator.net
Website	www.dokincubator.net
Number of employees	4
Short description of the company	DOK.Incubator is a six-month long workshop for ambitious high quality documentary films in the rough stage, projects aiming to target a wide European and US distribution. It is based on an individual tutoring of the whole creative teams (director, editor, producer) which under the supervision of experienced editors, producers, sales agents, PR and marketing experts conclude the strongest possible dramaturgy of the final cut and learn how to build a clever distribution and marketing strategy. Sharpening the editing, emphasizing film's international potential and introducing the new distributional opportunities online, the workshop aims to support high quality documentaries to break into the international market and meet a world-wide audience.
Other	We are looking for English native speaker to help with PR of the company, write newsletters, update website with articles and news, update our social media and follow the successes of our films and write about them for 6 months. Fulltime is preferred, but part-time also possible.

CONTACT DETAILS	
Contact person for this placement	Hana Gomoláková
Department and designation / job title	Project Manager
Direct telephone number	+420 732 335 092
E-mail address	Hana@dokincubator.net

PLACEMENT INFORMATION

Department / Function	PR, promotion, marketing
Description of activities	PR, promotion, marketing, social media, creating and sending newsletters to partner network, help with database.
Location	Prague
Duration	6-month long internship - ASAP
Working hours per week	Prefferably 40
Accommodation	We do not provide accommodation
Details of financial and “in kind” support to be provided	To be discussed?
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English native speaker , some work experience welcome, interest in PR and film required.
Computer skills and level of skills required	Basic user level of Mac or Windows, knowledge of social media, writing skills required (can be a journalism student for example).
Drivers license	Welcome but not necessary
Other	We are looking for someone responsible to join our small team in the office as well as two workshops to help with PR there as well – the first one 2 – 9 September, therefore we are looking for someone ASAP.

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	PIXMANIA s.r.o.
Address incl. post code	Trnita 491/5, Brno 602 00, Czech Republic
Telephone	+420 511 187 564
E-mail	k.sikova@pixvalley.com
Website	jobs.pixmania.com; www.pixmania.fr
Number of employees	150
Short description of the company	Pixmania.com was founded in 2000 and is one of the pioneers of e-commerce in France and Europe and a major player in the sale of mass-market consumer electronic goods over the Internet. Pixmania.com counts 30 million unique visitors per month and over 10 million customers. Pixmania.com is associated with Pixmania-PRO.com, a site for professional clients, and with PIXplace, the online marketplace which allows professional traders to sell their products directly on Pixmania.com. A third Pixmania.com site is e-merchant, a complete solution offering a technological platform and integrated services covering all the activities of e-commerce.
Other	

CONTACT DETAILS	
Contact person for this placement	Klara Sikova
Department and designation / job title	HR Department / HR Support
Direct telephone number	+420 511 187 564
E-mail address	k.sikova@pixvalley.com

PLACEMENT INFORMATION

Department / Function	Account Management Coordinator
Description of activities	<ul style="list-style-type: none"> - Manage a number of specified supplier accounts - Reconcile supplier statements to the accounts payable system - Resolve standard queries arising from the reconciliation process and invoice matching process - Raise appropriate debit notes - Respond to queries from suppliers and internal customers - Process invoices through the system - Proposals and forecast preparation, account analysis for payment system
Location	Trnita 491/5, Brno 602 00, Czech Republic
Duration	3 – 12 months
Working hours per week	40
Accommodation	N/A
Details of financial and “in kind” support to be provided	N/A
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<p>English – Communicative level</p> <p>French – Fluent level</p>
Computer skills and level of skills required	- MS Office knowledge
Drivers license	no
Other	<ul style="list-style-type: none"> - Experience within an AP environment is an advantage - High degree of integrity, team player - Able to deliver to deadlines - Ability to organize priorities - Good communication skills - Analytical thinking with attention to detail - Experience with accounting principles is an advantage - Ability to work independently - Experience with SAP (or other accounting system) is an advantage

INFORMATION PROVIDED BY

Name	Klara Sikova
Department / Function	HR Department / HR Support
E-mail address	k.sikova@pixvalley.com
Phone number(s)	+420 511 187 564
Date	23/07/2014

PLACEMENT INFORMATION

Department / Function	Trader Junior
Description of activities	<ul style="list-style-type: none"> - Responsible for selected categories of products sold by Pixmania - Management of invoices, deliveries and disputes - Regular reporting of status of deals and administrative tasks related to orders - Daily communication with internal buyers and transport team - Searching for best deals for defined category/type of product - Research of new suppliers, negotiation of prices, delivery times and payment terms - Signature/renewals of contracts with suppliers
Location	Trnita 491/5, Brno 602 00, Czech Republic
Duration	3 – 12 months
Working hours per week	40
Accommodation	N/A
Details of financial and “in kind” support to be provided	N/A
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<p>English – Advanced</p> <p>French – communicative level</p>
Computer skills and level of skills required	
Drivers license	no
Other	<ul style="list-style-type: none"> - Experience from purchasing department is advantage - Good organizational and time-management skills - Orientation to detail with ability to work under pressure

	<ul style="list-style-type: none">- Ability to prioritise in fast changing environment- Excellent communication skills, both written and verbally- Passion for retail business
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Name	Klara Sikova
Department / Function	HR Department / HR Support
E-mail address	k.sikova@pixvalley.com
Phone number(s)	+420 511 187 564
Date	23/07/2014