



Erasmus Student Work Placement in Czech Republic

EMPLOYER INFORMATION

Name of the company	Pro NELL s.r.o.
Address inc post code	Hostovická 194, Černá za Bory, Pardubice 533 01, Czech Republic
Telephone	420 466 645 502
E-mail	pronell@pronell.cz
Website	www.nell.cz
Number od employees	20
Short description of the company	Nell is a popular Czech brand focused on sport and outdoor not only for professional athletes but for people of all ages who want to enjoy their sport in comfortable and fashionable clothing, with all the necessary equipment such as backpacks, quality shoes and more. There is a new project focused on expansion our NELL e-shops to Europe and that's why we are searching for new colleagues to join our team.

CONTACT DETAILS

Contact person	Leona Bachurova
Job title	Project manager
Direct telephone number	
E-mail address	export@pronell.cz

PLACEMENT INFORMATION

Department, function	E-shop manager
Location	Pardubice
Start date	March 2015 (negotiable)
Duration	6 – 12 months
Work hours per week	40 hours per week
Description od activities, task	Translation from English to the native language Administration of e-shop and social networks Administrative tasks Logistic support (sending and receiving parcels) Business development (monitoring opportunities, research of the market, following results, promotion of products) Marketing (answering to enquiries, dealing with customer on the phone and email)
Accommodation	Assistance in finding suitable accommodation

Details of financial and "in kind" support to be provided Negotiable

COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS

We are searching for interns from the following countries: Poland, Slovenia, Lithuania, Latvia, Estonia, Bulgaria, Romania

Languages and level of competence required	Native language. English (proficient in English with good written and spoken ability)
Computer skills and level of skills required	MS Office (word, excel), email, internet
Driving license	Not necessary
Other	Hard team worker, ability to work independently, organized, and with a high sense of responsibility.

APPLICATION PROCEDURE

Who to apply	Leona Bachurova
Application process	Send CV and cover letter to export@pronell.cz

Possibility to continue with the administration of eshop after intership from your country.

If you would like further information please do not hesitate to contact us.

Looking forward to hearing from you.