



Os Serviços de Relações Internacionais divulgam informação sobre a seguinte oferta de estágio internacional:

Entidade:	WorkSpace Europe
Website:	www.placementslovakia.com
Oferta de estágio em:	Business, Finance, IT or Mechanical/Process Engineering
Localização:	Eslováquia
Procedimento de candidatura:	Os interessados deverão preencher o formulário on-line: www.placementslovakia.com

Oferta recebida em	2 de outubro de 2018
Anúncio:	<p>Please find attached a selection of vacancies we have currently available for your students in sectors such as Business, Finance, IT or Mechanical/Process Engineering.</p> <p>All are in prestigious companies and most of them with starting dates in October/November. More vacancies you will find right here.</p> <p>The conditions of our programme stay the same:</p> <ul style="list-style-type: none"> - no fees for students, - accommodation provided for free for all trainees who can come for at least 5 months, - constant support by our team. - plus, some companies offer extra benefits such as meal vouchers or public transportation ticket (please, read carefully the description). <p>Please, if you have any questions, feel free to contact me.</p> <p>Diana Mydliarová Project Coordinator M: +421 948 449409 E: diana@workspaceeurope.sk</p> <p>Štúrova 3 81102 Bratislava Slovakia +421 948 222021 www.placementslovakia.com www.workspaceeurope.sk www.facebook.com/PlacementSlovakia</p>

Salientamos que o programa Erasmus+ permite a realização de três tipologias de estágio: curricular, extracurricular e recém-graduado (informações adicionais em: <https://alunos.uminho.pt/PT/estudantes/programasmobilidade/Paginas/EstagiosErasmus.aspx>).

Será importante referir que a possibilidade de atribuição de uma bolsa Erasmus Placement ao candidato selecionado estará sempre dependente do cumprimento dos requisitos de elegibilidade associados ao Programa Erasmus+. Para a formalização deste processo o estudante deverá contactar os SRI (erasmusplacement@sri.uminho.pt).

Serviços de Relações Internacionais
Universidade do Minho
Campus de Gualtar Campus de Azurém
4710-057 Braga 4800-058 Guimarães
Tel: +351-253-604505 Tel: +351-253-510169
Fax: +351-253-604509 Fax: +351-253-510125

NO BOUNDARIES

SEM BARREIRAS

sri@sri.uminho.pt | <http://www.uminho.pt>
alunos.uminho.pt | www.uminho.pt

Siga-nos  

Customer Experience Junior Specialist (Erasmus+ Internship in Finance & Customer Service)

Location: Bratislava, Slovakia

Start: November 2018

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 is in a Slovak branch of a global Fortune 500 company and a leader in providing innovative consumer, commercial and enterprise technologies. Serving customers in more than 160 countries, Its product lines include a full range of commercial and consumer PCs, servers and workstations, and a family of mobile internet devices including smartphones and tablets. The branch in Bratislava has over 500 employees.

Internship description and main responsibilities of a trainee:

We are looking for a Student or Fresh Graduate who would like to develop in area of Customer service, Vendor Communication, Finance including Invoicing and payment process.

- Daily communication to service partners about their reimbursement plan, invoice payment issues and process related queries
- Verifying the received invoices and updating the Invoice database
- Submitting invoices for payments via internal payment system
- Cooperation with Treasury team on invoice payments
- Supporting EMEA Services team on billing data consolidations and billing validation
- Finance data maintenance & Exceptions processing Internship Student will also participate on great projects within EMEA Services Operation team and will support:
- Billing data consistency between Operational and Financial databases
- Correct and on time payments to EMEA Service providers

Qualifications:

- Good English, as you will be in touch with our colleagues across Europe
- Organized person with attention to detail
- Proactive team player with positive approach, open minded person willing to learn new things.

Knowledge, skills and competence to be acquired:

The trainee will get an opportunity to develop in area of Customer service, Vendor Communication, Finance including Invoicing and payment process. This is the ideal starting position for future Billing and Customer related roles within EMEA Services Organization. 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.

Benefits:

- Internal training development programs, yoga in the workplace, sport teams, creative teams, fitness program, diversity and LGBT employee groups, company events, notebook for personal use, etc.
- Accommodation provided
- Meal vouchers
- 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!

Finance Assistant (Erasmus+ Internship 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 his 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

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

We look forward to hearing from you!

**Junior Sales Consultant
(Erasmus+ traineeship in Business)**

Location: Bratislava

Start: October 2018

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 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

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

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

Location: Bratislava

Start: October 2018

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!

Process Engineer
(Erasmus+ traineeship in Industrial Engineering)

Location: Nitra

Start: November 2018

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

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