

Placement Slovakia

Selection of Erasmus+ traineeship vacancies

Account Analyst Trainee for Swiss Re Slovakia.....	2
Business Support Coordinator	3
Content Specialist	4
Booking Sales Manager.....	5
Junior Web Developer	6
Designing and Control Engineer.....	7
Sales Support Trainee for Lenovo Slovakia.....	8
Financial Support Specialist for Johnson Controls.....	9
Administration and Accountant Trainee.....	10
Junior Sales Consultant.....	11
Front-end Developer.....	12
Customer Service Specialist for Dell Slovakia	13
Technical Support Analyst for Dell Slovakia.....	14
Management IT Consulting Trainee for KPMG	15
Financial Processing Trainee for ING Slovakia	16

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

Account Analyst Trainee for Swiss Re Slovakia

(Erasmus+ traineeship in a finance sector)

Location: Bratislava

Start: June/July 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

We look forward to hearing from you!

Business Support Coordinator

(Erasmus+ internship in Business Administration & Marketing)

Location: Bratislava, Slovakia

Start: June 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 1700 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 be the first point of contact for Charters and Customers. For charters he/she will work on its content and pricing improvement, run the quality checks of existing boats and work of freelancers. For Customers the trainee will provide support during reservation process and help with other inquires.

Qualifications:

- Very good communication skills,
- working independently,
- well organised and learning fast,

Knowledge and skills the trainee can learn during the internship:

- Communication skills in VIP customer service and partner conversation,
- Strategic planning and managing small groups of people,
- Get inside in online business, contribute and create something totally new,
- Trainee will learn how to prioritise and get the business focus,
- Learn how to work in the team and how to apply common sense,
- Learn influencing skills as part of communication per impact.

Benefits:

- Business trips are possible,
- Young and motivated team,
- Freaky Fridays every month where the team spends great time together,
- 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!

Content Specialist

(Erasmus+ traineeship in Business administration & Marketing area)

Location: Bratislava

Start: June/July 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 improving content of the online platform, check the quality of the information, hunt for better photos, maintain the quality of the product on the website, communicate with boatowners in order to get correct information.

Qualifications:

- Higher education student or graduate
- Fluent English
- Eye for details
- 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

We look forward to hearing from you!

Booking Sales Manager

(Erasmus+ traineeship in Business & sales area)

Location: Bratislava

Start: ASAP 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 responsibilities of our trainee will be :

- Active communication with our customers looking and booking sailing holiday worldwide and with the boat owners
- Active phone and email communication with the boat owners and charters worldwide
- Oversee and support the yacht rental reservations process

Qualifications:

- Higher education student or graduate
- Excellent communication skills in English (German is welcome)
- Customer oriented approach
- Solution and result driven person
- Independent at work, yet a strong team player

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

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Junior Web Developer

(Erasmus+ internship in IT)

Location: Bratislava, Slovakia

Start: September 2019

Duration: 6 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 small IT start-up company which has developed a successful online business management software, an integrated solution of CRM, project management and sales tracking.

Position description:

- Implementation of new technologies,
- Creating and updating existing modules of company products,
- New technologies possibly used as company products testing.

Qualifications:

- Higher education student in IT
- Programming in object oriented language such as C++, Java, etc.
- C style
- Knowledge of SQL database language
- Javascript knowledge, HTML, CSS, PHP.
- Good level of English language

Knowledge and skills the trainee can learn during the internship:

A trainee will get an opportunity to work by himself, to create new ideas and deepen the knowledge of the programming languages.

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

Designing and Control Engineer
(Erasmus+ Internship in Mechanical Engineering)

Location: Bratislava

Start: June/July 2019

Duration: 5 months minimum

Working language: Spanish, English

This traineeship 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 traineeship period.

Company description

This position is for international industrial company operating in Spain, Czech Republic, Slovakia, etc. The company specializes on producing and designing of lean materials.

Position description:

The intern will be working on design of the structures according to client's request. The intern will be participating in organization of production and inventory control. He / she will be also providing a technical assistance to the manager.

Qualifications:

- English and Spanish language required
- Engineering degree
- Good level of Autocad programme

Knowledge, skills and competence to be acquired:

The intern will develop his skills while working in respected international company. The intern will improve the skills in designing and Autocad programme and also in client-supplier relationship.

Benefits:

- 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!

Sales Support Trainee for Lenovo Slovakia

(Erasmus+ traineeship in Business support area of a global company)

Location: Bratislava, Slovakia

Start: June 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 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 will play a key role in supporting our sales teams across EMEA and optimizing our services sales processes. This Sales Support team is crucial in order to help our business grow, speed up the contract process and increase the customer satisfaction. Your Responsibilities include:

- Contract Creation
- Validation of terms and conditions
- Contract Maintenance
- Contract Renewals
- Contract Registration
- Proposal and Price Quotes Creation
- Solution Design / Configuration
- Scope of work Preparation
- Audit ready documentation creation and storage maintenance

Qualifications:

- Good English, as you will be in touch with our colleagues across Europe
- experience in Excel and PowerPoint (and we together will keep improving it)
- Organized person with attention to detail
- Be able to manage priorities and demonstrates a strong attitude for critical thinking and problem resolution

Knowledge, skills and competence to be acquired:

This is a great opportunity for you to become a part of a key team in the fast growing business, which will bring you many opportunities to develop your carrier, use your potential, influence the processes set up, communicate in foreign languages on a daily basis and to get the sense of business. Be prepared to grow in a dynamic team following the latest global trends!

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. We look forward to hearing from you!

Financial Support Specialist for Johnson Controls

(Erasmus+ traineeship in finance sector)

Location: Bratislava

Start: June/July 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

We look forward to hearing from you!

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

Location: Bratislava

Start: July 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

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: June/July 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

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

We look forward to hearing from you!

Front-end Developer

(Erasmus+ traineeship in IT)

Location: Bratislava, Slovakia

Start: June/July 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 for Dell Slovakia

(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 for Dell Slovakia

(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 for KPMG (Erasmus+ traineeship in IT)

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 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 for ING Slovakia

(Erasmus+ traineeship in Finance/banking 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 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

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