

**SALES CONSULTANT TRAINEE  
(internship in sales & logistics, start Sep. 2021)**

**Location:** Bratislava

**Start:** September 2021

**Duration:** 5 months minimum

**Working language:** English/French or English/Spanish

**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 start-up 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
- 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** 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 first-hand 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,
- Possibility to get a Full- time employment offer after the internship
- Support by our team before and during the internship

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

**We look forward to hearing from you!**

**AUDIT ASSOCIATE TRAINEE**  
**(internship in audit / finance, Start: Sep. 2021)**

**Location:** Bratislava, Slovakia

**Start:** September 2021

**Duration:** 5 months minimum

**Working language:** English + German or French or Dutch

**This internship is a part of the Placement Slovakia program organizing professional internships for foreign higher education students in Slovakia within Erasmus+ program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement for traineeships, provided by their higher education institution covering the whole internship period.**

**Company profile:**

This internship is in the largest consulting company on the Slovak market, one of the big four international accounting firms. We provide professional audit, tax, legal and advisory services to support our clients in achieving their goals. Business Service Centre in Bratislava is providing financial services to other entities in Europe for 10 years and is located in a modern offices in the wide centre of Bratislava.

**Position description:**

It is a diverse role full of numbers and new people.

- You can get to know some of the large multinational audit clients.
- Working with us is about self-development - mentoring from more experienced colleagues, trainings, workshops.
- During the audit season, various challenges await you - don't think you will do the same all year round.

**Qualifications:**

- Knowledge of English + German or French or Dutch language
- Bachelor's degree or above (Major in economics/finance is your advantage, but not a condition)
- Desire to learn and develop

**Knowledge and skills the trainee can learn during the internship:**

We will ensure your development not only through the diversity of work and tasks under the mentoring of the best experts, but we will also support the development of your soft and technical skills. In addition, you will get to know companies from the inside and you will gain business knowledge and contacts that no one will take away from you.

**Benefits:**

- Free accommodation provided,
- Lunch allowance
- Professional training courses
- Possibility to get a Full- time employment offer after the internship
- Support by our team before and during the internship

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**E-COMMERCE BUSINESS SUPPORT TRAINEE**  
**(internship in business/e-commerce, start: Sep. 2021)**

**Location:** Bratislava, Slovakia

**Start:** September 2021

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program organizing professional internships for foreign higher education students in Slovakia within Erasmus+ program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement for traineeships, provided by their higher education institution covering the whole internship period.**

**Company profile:**

This traineeship is in a Slovak Business Center of a global Fortune 500 company, the number one PC vendor worldwide and 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 company is located in modern offices in a wide center of Bratislava, with over 500 employees.

**Position description:**

This is an exciting opportunity to take on challenging real-life projects and initiate an exciting career in the IT sector. You will join our Online SMB Sales team in order to provide general support in a variety of tasks.

**Programs and projects you may focus on, but will not be limited to:**

- Optimizing processes and implementing a new CRM for our customer and Sales Representatives within EMEA region
- Support execution of outbound campaigns via SMB Inside Sales team
- Support Program Coordinator to increase registrations and the number of active buyers
- Track and report on key metrics and use problem-solving skills to logically structure ambiguous problems, identify sources of data, conduct analysis, derive key insights and deliver recommendations

**Qualifications:**

- Excellent verbal and written communication skills in English
- Excellent data analysis capacity
- Excel proficiency
- Ability to work on your own and within a teams
- Flexibility and ability to multi-task
- Passion for technology

**Knowledge and skills the trainee can learn during the internship:**

- project management
- communication skills and negotiation skills
- working with SAP
- technical skills concerning data management

**Benefits:**

- Free accommodation provided,
- Lunch allowance
- Professional training courses
- Possibility to get a Full- time employment offer after the internship
- Support by our team before and during the internship

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**BUSINESS SUPPORT TRAINEE**  
**(internship in Business, Start: Sep. 2021)**

**Location:** Bratislava, Slovakia

**Start:** September 2021

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program organizing professional internships for foreign higher education students in Slovakia within Erasmus+ program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement for traineeships, provided by their higher education institution covering the whole internship period.**

**Company profile:**

This internship would be for a successful Slovak start-up company which is operating internationally as an online yacht search 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.

**Position description:**

- Day-to-day pro-active communication with partners in your region by telephone.
- Building productive relationships with partners to ensure that they offer the best availability and pricing conditions;
- First point of contact for partners, answering questions and queries, taking action as needed;
- Providing support to yacht owners in building the webpage for yachts and/or maintaining yachts information on the website;
- Verifying that the website has accurate information on yachts and pictures
- Delivering training by phone to new and or existing yacht owners on how to use extranet and availability system;
- Conducting daily/weekly rate and availability checks on various platforms;
- Assisting in the preparation of market visits, operational planning and projects;
- Supporting Customer Service, assisting in additional tasks and projects when needed;

**Qualifications:**

- Fluent English
- Passion in business and communication
- Competent computer skills,
- Team player, motivated and enjoys to work in e-travel and hospitality;

**Knowledge and skills the trainee can learn during the internship:**

This traineeship is an excellent opportunity to working in young, international and motivated team on the same boat. Communicating for impact. Seeing results and impact of daily job. Being part of fast paced company and contribute to the team goals.

**Benefits:**

- Free accommodation provided,
- Possibility to get a Full- time employment offer after the traineeship
- Standard support by our team.

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**PURCHASE ORDER ADMINISTRATOR  
(internship in logistics/business, start Sep. 2021)**

**Location:** Bratislava, Slovakia

**Start:** September 2021

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program organizing professional internships for foreign higher education students in Slovakia within Erasmus+ program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement for traineeships, provided by their higher education institution covering the whole internship period.**

**Company profile:**

This position is in a Bratislava based, very successful company, a new global brand created by the merger of two key players in the fine chemicals market. We offer an impressive collection of specialty chemicals and no chemistry is too hard for us – if we don't have a compound, we'll make it! We are big enough to think and act globally, yet small enough to be flexible and innovative.

**Position description:**

- The main tasks of our trainee will cover the following:
- Create and send purchase orders to suppliers using SAP system
- Monitor pending and late deliveries
- Liaise with couriers and freight companies, to provide import clearance instructions Maintain suppliers contacts and details
- Perform related duties as assigned by the Purchase Administration Team Manager
- Answer telephone calls and deal with as appropriate

**Qualifications:**

- Excellent verbal and written communication skills in English
- Accurate keyboard skills
- Flexible, organised and reliable
- Strong problem-solving skills
- Competent computer skills, especially with MS Word and Excel
- Ability to work independently and meet deadlines
- Good supportive teamwork is essential

**Knowledge and skills the trainee can learn during the internship:**

- Experience with various softwares (SAP, People HR, etc.)
- Experience with global sourcing and purchasing methods
- Supply chain knowledge / know-how
- Working under ISO certifications

**Benefits:**

- Free accommodation provided,
- Lunch allowance
- Professional training courses
- Possibility to get a Full- time employment offer after the internship
- Support by our team before and during the internship

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**SALES SUPPORT TRAINEE  
(internship in sales, start Sep. 2021)**

**Location:** Bratislava, Slovakia

**Start:** September 2021

**Duration:** 5 months minimum

**Working language:** English

**This internship is a part of the Placement Slovakia program organizing professional internships for foreign higher education students in Slovakia within Erasmus+ program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement for traineeships, provided by their higher education institution covering the whole internship period.**

**Company profile:**

This position is in a Bratislava based, very successful company, a new global brand created by the merger of two key players in the fine chemicals market. We offer an impressive collection of specialty chemicals and no chemistry is too hard for us – if we don't have a compound, we'll make it! We are big enough to think and act globally, yet small enough to be flexible and innovative.

**Position description:**

We have an exciting opportunity for a Sales Order Administrator, to join our Sales Order Processing Team in Bratislava, Slovakia. This is a demanding role within the Company and a methodical approach to organizing the workload is vital, to include confirmation of customer orders and processing customer orders for shipment. This role would suit candidates looking to work full-time hours and gain experience in order processing.

- Receive orders from customers
- Process sales orders and confirm price offers
- Registration of orders in the system
- Management of internal business tables and databases
- Maintain customer contacts and details
- Attend weekly / monthly SOP Team meetings
- Perform related duties as assigned by local Sales Manager

All listed tasks and responsibilities are deemed as essential functions to this position. However, business conditions may require reasonable accommodations for additional tasks and responsibilities.

**Qualifications:**

- Fluent English
- Passion and experience with sales
- Competent computer skills, especially with MS Outlook , Word and Excel
- Experience of SAP would be an advantage but full training will be provided

**Knowledge and skills the trainee can learn during the internship:**

- Work in dynamic sales environment, serving customer in global scale.
- Coordinate projects within small group of sales people, or between intercompany sales departments.
- Training and Work in various global software - SAP, People HR, etc.

**Benefits:**

- Free accommodation provided,
- Lunch meal tickets provided
- Education in foreign languages, Multisport Card
- Possibility to get a Full- time employment offer after the traineeship
- Standard support by our team.

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