

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Lemicom spol. s r.o.
Address incl. post code	Praha 5 - Velká Chuchle, Pod Akáty 131/13, PSČ 159 00
Telephone	+420 257 310 083
E-mail	info@of.cz
Website	http://www.lemicom.cz/ www.of.cz
Number of employees	11-13 employees
Short description of the company	Our main project is www.of.cz / www.belabel.com – making t-shirts and gifts personalized according to customer wishes. We try to bring creative ideas and unique products.
Other	

CONTACT DETAILS	
Contact person for this placement	Petra Hlavičková
Department and designation / job title	Customer services and production manager
Direct telephone number	00420 777144820
E-mail address	petra.hlavickova@lemicom.cz

PLACEMENT INFORMATION

Department / Function	Customer services, translation to spanish, marketing and PR for Spanish speaking customers
Description of activities	Answering spanish emails, translation of products descriptions, running spanish FB page and other social networks, cooperate with spanish speaking bloggers, basic marketing ideas for spanish market
Location	Prague
Duration	3-12 months
Working hours per week	40 hours, possible to discuss schedule
Accommodation	Not provided
Details of financial and “in kind” support to be provided	
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Spanish – Native, English - Communicative
Computer skills and level of skills required	PC – daily user, must know social networks, excellent communication skills, graphic skills are advantage
Drivers license	Not needed
Other	

INFORMATION PROVIDED BY

Name	Petra Hlavičková
Department / Function	Customer service and production department
E-mail address	petra.hlavickova@lemicom.cz
Phone number(s)	00420 777144820
Date	12.2.2014