

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Galavito s.r.o.
Address incl. post code	Feřtekova 562/24, Praha 8 – Bohnice, 181 00, Czech Republic
Telephone	+420 775 177 364
E-mail	ece.erguney@galavito.cz
Website	Company website: www.galavito.cz ÇekTürk Project (TR): www.cekturk.com ČeskoTurecko Project (CZ): www.ceskoturecko.cz
Number of employees	2
Short description of the company	International startup working on two main projects: 1. Outdoor Heating Product Development and Production 2. ÇekTürk / ČeskoTurecko Project
Other	Startup company located in Prague

CONTACT DETAILS	
Contact person for this placement	Ece Ergüney
Department and designation / job title	Partner and Managing Director
Direct telephone number	+420 775 177 364
E-mail address	ece.erguney@galavito.cz

PLACEMENT INFORMATION	
Department / Function	Online Media / Editor
Description of activities	<ul style="list-style-type: none"> - Editor of ÇekTürk Blog using Wordpress CMS (creating content, editing, posting, page building, research & article writing) - Marketing communication, social media, events organization - Market research for our Turkish and Czech customers - Finding and contacting potential customers for ÇekTürk services - Translation (Turkish – English, English – Turkish) - Promotion of ÇekTürk services
Location	Office address: Inovajet, Galavito s.r.o., Opletalova 929/22, 110 00, Prague, Czech Republic
Duration	3 – 12 months
Working hours per week	40 hours (8 hours per day during summer, lunch break included)
Accommodation	Not provided, but we can assist with finding accommodation.
Details of financial and “in kind” support to be provided	Not provided but we can assist with helping with public transport cards etc.
Other	Support to company's other activities in case of need

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Turkish – Native English – Fluent (writing, speaking) Czech language – Optional
Computer skills and level of skills required	Microsoft Office (Outlook, Word, PowerPoint, Excel) Wordpress, SEO, CRM Systems (Optional) Photo Editing Programs (Optional)
Drivers license	Not necessary
Other	Preferably Business Administration, Economy Departments of the universities

INFORMATION PROVIDED BY	
Name	Ece Ergüney
Department / Function	Partner and Managing Director
E-mail address	ece.erguney@galavito.cz
Phone number(s)	+420 775 177 364
Date	02/01/15