

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	DSG International SSC s.r.o.
Address incl. post code	Trnitá 491/5, 60200 Brno, Czech Republic
Telephone	00420 543 123 100
E-mail	jobsbrno@dixonsretail.com
Website	http://www.dixonsretailssc.jobs.cz/
Number of employees	250
Short description of the company	Dixons Retail plc is one of Europe's leading electrical retailers. The Group trades through 1.200 stores and online stores, spanning 28 countries and employing 36.500 people. More than 100 million customers shop in-store and online with the Group every year and the Group's retail brands include PC World, Currys and Dixons online in the UK and Ireland, Elkjop and El Giganten in the Nordic countries, UniEuro and PC City in Italy, Kotsovolos in Greece, Electro World in Central Europe and Turkey and Pixmania online in 26 countries.
Other	Our Shared Service Centre in Brno which is the specialist internal provider of financial, transactional and IT services to the Dixons Retail group, would like to give an opportunity to students to join our teams and grow within the company.

CONTACT DETAILS

Contact person for this placement	Veronika Modravá
Department and designation / job title	HR Support at HR Department in Pixmania s.r.o., part of Dixons Retail plc
Direct telephone number	00420 511 187 503
E-mail address	v.modrava@pixvalley.com ; veronika.modrava@dixonsretail.com

PLACEMENT INFORMATION

Department / Function	Invoice Control Associate with SWE/NOR/DAN/FIN (NSS Merchandise department)
Description of activities	<ul style="list-style-type: none"> - Invoice control with accuracy and targets - Following strict criteria for invoice control - Approval of purchase credit notes with accuracy and targets - Different re-invoicing activities during the month end
Location	Brno, Czech Republic
Duration	Minimum 6 months
Working hours per week	40
Accommodation	no (help with finding an accomodation)
Details of financial and “in kind” support to be provided	-
Other	-

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<ul style="list-style-type: none"> - Fluent SWE or NOR or DAN or FIN - Intermediate English - Analytical skills - High degree of integrity, team player - Able to deliver to deadlines
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	<ul style="list-style-type: none"> - Stress resistance - Ability to organize priorities under a backlog situation
Computer skills and level of skills required	MS Office, good knowledge of MS Excel is an advantage
Drivers license	no
Other	-

INFORMATION PROVIDED BY

Name	Veronika Modravá
Department / Function	HR Support at Pixmania
E-mail address	v.modrava@pixvalley.com
Phone number(s)	00420 511 187 503
Date	30/07/2012