

Erasmus+ Work Placement

Name of Company: **ST CHARA DEVELOPERS**

EMPLOYER INFORMATION	
Name of organisation/company	ST CHARA DEVELOPERS LTD.
Full address inc post code	Chara Centre, 92 Perikleous Street, CY- 2027, Strovolos, Nicosia P.O.BOX 25576, CY-1310 Nicosia
Telephone	+357 22 496 967 / Skype: stcharadevelopers
Fax	+357 22 315 170
E-mail	chara@stchara.com
Website	www.stchara.com
Number of employees	8
Short description of the company	St Chara Developers was founded in 1986 as a property constructor and developer based in Nicosia. We build and sell residential and holiday property around Cyprus.
CONTACT DETAILS	
Contact person for this placement	Chara Stephanou
Department and designation / job title	Junior Manager
Direct telephone number	+357 22 496 967 / Skype: stcharadevelopers
E-mail address	chara@stchara.com
Application Procedure	
Who to apply to (including contact details)	Please email an European CV and personal statement to Chara Stephanou, chara@stchara.com before the deadline.
Deadline for applications	--
Application process	Applicants will be informed of the outcome by --
Other	Please include a portfolio (where applicable).

	In your personal statement explain why you would like to work in Cyprus and how you intend to add to our company's mission by specifying the set of skills which you believe would be useful in our field.
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Please provide as much information on the placement as possible – too much information is better than not enough!

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PLACEMENT INFORMATION	
Department / Function	Sales Executive and Account Manager (the account is specified by the applicant's second language)
Description of activities	<ul style="list-style-type: none"> • Managing Client Accounts and dealing with day-to-day issues arising from after-sales • Regular communication with Real-Estate Agents with weekly updates on company news and offers • Property Tours and Viewings either with clients or agents – essentially acting as the company's spokesperson • Generating new client leads through our website, online platforms, forums, social media and property exhibitions • Attending trade shows and property exhibitions abroad
Location	Nicosia but it will include travelling to other cities for meetings
Start Date	Second week of April (or later, depending when the applications come in)
Duration	6 – 12 months
Working hours per week	Full Time: (at least 38 hrs per week)
Accommodation (please select)	Accommodation will be provided – rent is free but the applicant will be responsible for his/her utility bills
Details of financial and “in kind” support to be provided	<ul style="list-style-type: none"> • Bonus will be considered according to trainees performance • Travelling expenses (flight & accommodation) will be covered when abroad for business
Other	Applicant must make his/her own travel arrangements to Cyprus

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	<ul style="list-style-type: none"> • English and <u>one</u> of the following: Arabic, Russian, Chinese, Indian • Must be fluent in both languages speaking and writing

	<ul style="list-style-type: none"> • Additional languages are considered a plus (please specify level of competence)
Computer skills and level of skills required	<ul style="list-style-type: none"> • Comfortable with using Microsoft Windows, Office and Email Clients (Gmail, outlook). • Training will be provided to manage the content of the company's website in the said language • Working knowledge of online marketing
Drivers license	Preferably
Other	<ul style="list-style-type: none"> • Understanding of good office organisation, filing and archiving on email clients and the company's local server • Good knowledge of social media and how to use them for marketing and sales. • Previous experience in real-estate is preferable but not a prerequisite. • Charming and friendly personality with insight in how to deal with foreign contacts • Ability to write and translate texts from English to other language for use on promotional material, website, emails, letters, forums, etc. • Experience in negotiations will be considered a plus.

INFORMATION PROVIDED BY

Name	Chara Stephanou
Department / Function	Junior Manager
E-mail address	chara@stchara.com
Phone number(s)	+357 22 496 967 / Skype: stcharadevelopers
Date	13/3/2014

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PLACEMENT INFORMATION

Department / Function	Graphic Designer & Photographer
Description of activities	<ul style="list-style-type: none"> • To revamp and normalize our corporate branding across different mediums (website, stationary, magazine, promo material etc.) • To photograph and edit the images of our properties and create brochures and/or videos • Creative input on the company's website and online presence with advertising banners • Website maintenance and content management

	<ul style="list-style-type: none"> Organise our advertising and information packages as those are sent out to different recipients (clients and agents) in a functional and fast way
Location	Nicosia but it will include travelling to other cities for filming and photography
Start Date	Second week of April (or later, depending when the applications come in)
Duration	6 – 12 months
Working hours per week	Full-time: (at least 38 hrs per week)
Accommodation (please select)	Accommodation will be provided – rent is free but the applicant will be responsible for his/her utility bills
Details of financial and “in kind” support to be provided	<ul style="list-style-type: none"> Bonus will be considered according to trainees performance
Other	<ul style="list-style-type: none"> Understanding of good office organisation, filing and archiving on email clients and the company's local server Good knowledge of social media and how to use them for marketing and sales. Charming and friendly personality. Ability to write and translate texts from English to other language for use on promotional material, website, emails, letters, forums, etc. Working knowledge of online systems for file transfer and bulk emails/newsletters

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<ul style="list-style-type: none"> Greek or English. An additional language will be considered a plus
Computer skills and level of skills required	<ul style="list-style-type: none"> Comfortable with working on Windows Fluent with Photoshop and Illustrator Good knowledge of AutoCad will be considered a plus Use of other programs relevant to this line of work should be specified by type and level of skill
Drivers license	Preferably
Other	<ul style="list-style-type: none"> Experience in photography, particularly architectural photography (equipment will be provided if you do not already have your own).

INFORMATION PROVIDED BY

Name	Chara Stephanou
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Date	13/3/2014