



Erasmus Student Work Placement in Czech Republic

EMPLOYER INFORMATION

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| Name of the company | Pro NELL s.r.o. |
| Address inc post code | Hostovická 194, Černá za Bory, Pardubice 533 01, Czech Republic |
| Telephone | 420 466 645 502 |
| E-mail | pronell@pronell.cz |
| Website | www.nell.cz |
| Number od employees | 20 |
| Short description of the company | Nell is a popular Czech brand focused on sport and outdoor not only for professional athletes but for people of all ages who want to enjoy their sport in comfortable and fashionable clothing, with all the necessary equipment such as backpacks, quality shoes and more. There is a new project focused on expansion our NELL e-shops to Europe and that's why we are searching for new colleagues to join our team. |

CONTACT DETAILS

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| Contact person | Leona Bachurova |
| Job title | Project manager |
| Direct telephone number | |
| E-mail address | export@pronell.cz |

PLACEMENT INFORMATION

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| Department, function | E-shop manager |
| Location | Pardubice |
| Start date | March 2015 (negotiable) |
| Duration | 6 – 12 months |
| Work hours per week | 40 hours per week |
| Description od activities, task | Translation from English to the native language Administration of e-shop and social networks Administrative tasks Logistic support (sending and receiving parcels) Business development (monitoring opportunities, research of the market, following results, promotion of products) Marketing (answering to enquiries, dealing with customer on the phone and email) |
| Accommodation | Assistance in finding suitable accommodation |

Details of financial and "in kind" support to be provided Negotiable

COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS

We are searching for interns from the following countries: Poland, Slovenia, Lithuania, Latvia, Estonia, Bulgaria, Romania

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| Languages and level of competence required | Native language. English (proficient in English with good written and spoken ability) |
| Computer skills and level of skills required | MS Office (word, excel), email, internet |
| Driving license | Not necessary |
| Other | Hard team worker, ability to work independently, organized, and with a high sense of responsibility. |

APPLICATION PROCEDURE

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| Who to apply | Leona Bachurova |
| Application process | Send CV and cover letter to export@pronell.cz |

Possibility to continue with the administration of eshop after intership from your country.

If you would like further information please do not hesitate to contact us.

Looking forward to hearing from you.