

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 Web Portal (TR): www.cekturk.com ČeskoTurecko Web Portal (CZ): www.ceskoturecko.cz
Number of employees	2
Short description of the company	International startup working on two main projects: ÇekTürk Web Portal and Outdoor Heating Project
Other	

CONTACT DETAILS	
Contact person for this placement	Ece Ergüney
Department and designation / job title	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 Web Portal using Wordpress CMS (creating content, editing, posting, page building, research & article writing) • Marketing communication, social media, events • Market research for our Turkish and Czech customers • Translation (Turkish – English, English - Turkish)
Location	Office address: Inovajet – Inovacentrum, Jugoslávských partyzánů 3, Praha 6 – Dejvice, 160 00, Czech Republic
Duration	3 – 12 months
Working hours per week	40 hours (8 hours per day during summer, lunch break included) 20 hours (4 hours per day, 3 days per week according to the schedule)
Accommodation	Not provided, but we can assist with finding accommodation.
Details of financial and “in kind” support to be provided	Public transport contribution (Opencard)
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 – Optional
Computer skills and level of skills required	Microsoft Office (Outlook, Word, PowerPoint, Excel) Wordpress, SEO, CRM Systems (Optional)
Drivers license	Not necessary
Other	Business Administration, Economy Department (Optional)

INFORMATION PROVIDED BY	
Name	Ece Ergüney
Department / Function	Managing Director
E-mail address	ece.erguney@galavito.cz
Phone number(s)	+420 775 177 364
Date	28. 3. 2014