

## Available positions in Prague

Work experience offer				
Company information				
<b>Sector</b>	SSC	<b>Number of employees</b>	450	
<b>Product or services</b>	Our company is one of the largest providers of business processing and cloud-based solutions – including payroll, talent management, human resource management, benefits administration and time and attendance – to employers and automotive dealerships around the world. We build configurable solutions that can fit your organization's unique goals and increase your productivity			
Student requirements				
<b>Education*</b>	university			
<b>Specialization*</b>	economy, law etc.			
<b>Type of school/Degree*</b>	University <input checked="" type="checkbox"/>	Occupational Training <input type="checkbox"/>	No preferences <input type="checkbox"/>	
<b>Previous work experiences</b>	not required, nice to have some previous professional experience in the area of adm support, finance	<b>Other requirements</b>		
<b>Language required*</b>	<b>English</b>	beginner <input type="checkbox"/>	intermediate <input checked="" type="checkbox"/>	advanced <input type="checkbox"/>
	<b>Spanish</b>	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input checked="" type="checkbox"/>
	<b>German</b>	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input checked="" type="checkbox"/>
	<b>French</b>	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input checked="" type="checkbox"/>
	<b>Other</b>	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Position offered				
<b>Position*: GV Associate Payroll Specialist, GV Associate Service Center Representative, Admin Support</b>				
<b>Tasks description</b> Depending on the position.	<b>Working hours*</b>	Per day 8	Per week 40	
		from 8,30	till 17,00	
	<b>Number of weeks*</b>	Min	Max	
	<b>Preferred period of year*</b>			
	<b>Possible benefits</b>			
	<b>Equipment required</b>			
	<b>Clothing rules*</b>	yes <input type="checkbox"/>	no <input type="checkbox"/>	
<b>Other information</b>				

Work experience offer				
Company information				
Sector	Technical Operator and Costumer Service	Number of employees		
Product or services	The company delivers complete technology solutions in the mechanical production. It deals with the import and sale of CNC machine tools and production lathes PLC.			
Student requirements				
Education*	Degree in technical sector			
Specialization*	machine operator, CNC system / industrial field , PR, Costumer Service			
Type of school/Degree*	University <input checked="" type="checkbox"/>	Occupational Training <input type="checkbox"/>	No preferences <input type="checkbox"/>	
Previous work experiences	an advantage	Other requirements		
Language required*	English	beginner <input type="checkbox"/>	intermediate <input checked="" type="checkbox"/>	advanced <input type="checkbox"/>
	Spanish	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
	German	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
	Other	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Position offered				
Position*: sales administration and service engineering				
<b>Tasks description</b> - <b>General objectives:</b> Getting knowledge about sales administration processes in the office and the manual installation of the machines at customers place. - <b>Short-term work plan:</b> - Searching the Internet for companies in Middle East and Africa - Emailing the searched companies in Middle East and Africa regarding to the cooperation in environmental monitoring - Creating the tables in Excel and updating the CRM database - attend the machine deliveries to customers and help with installing help to updating the company sales database	Working hours*	Per day	Per week 40	
		from	till	
	Number of weeks*	Min 12	Max 52	
	Preferred period of year*	none		
	Possible benefits			
	Equipment required			
	Clothing rules*	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	
Other information				

Work experience offer			
Company information			
Sector	Administration and Accounting	Number of employees	
Product or services	Hotel services		
Student requirements			
Education*	Degree in Administration		
Specialization*	PR, Customer Service		
Type of school/Degree*	University <input type="checkbox"/>	Occupational Training <input type="checkbox"/>	No preferences <input checked="" type="checkbox"/>
Previous work experiences	an advantage	Other requirements	
Language required*	English	beginner <input type="checkbox"/>	intermediate <input checked="" type="checkbox"/> advanced <input type="checkbox"/>
	Spanish	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
	German	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
	Other	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
Position offered			
Position*: Accounting Department			
<b>Tasks description</b> - <b>General objectives:</b> - Understand the role played by the accounting department in hotel management. - Manage the accounts of the various hotels that make up the chain in the country. - Integration of the various departments in order to promote the development of individual balance. - <b>Short-term work plan:</b> - Learn SAP management as a means to account for the receipts and payments, and add customers or invoices. - Conduct monthly statistics on the nationality of guests staying at the hotel. - To keep track and control of receipts and payments. Claim payments due via email. - Organization bills.	Working hours*	Per day	Per week 40
		from	till
	Number of weeks*	Min 12	Max 52
	Preferred period of year*	none	
	Possible benefits		
	Equipment required		
	Clothing rules*	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>
	Other information		

Work experience offer					
Company information					
Sector	Turism and Marketing	Number of employees			
Product or services	The largest specialist for golf holiday				
Student requirements					
Education*	Communication/Turism/Marketing				
Specialization*	knowledge about golf				
Type of school/Degree*	University <input type="checkbox"/>	Occupational Training <input type="checkbox"/>	No preferences <input checked="" type="checkbox"/>		
Previous work experiences	an advantage	Other requirements			
Language required*	English	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input checked="" type="checkbox"/>	
	Spanish	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>	
	German	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>	
	Other	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>	
Position offered					
Position*: PR and communication assistant					
<b>Tasks description</b> - <b>General objectives:</b> use of language proficiency, contact with local and foreign suppliers and clients, employee benefits, Experience in tourism, knowledge of golf terms and another world language is an advantage. - <b>Short-term work plan:</b> invitations communication and handling of clients production and implementation of tender leaves, communication with Czech and foreign partners work with the financial-reservation system, updated website, preparing documents for print and online catalog.	<b>Working hours*</b>	Per day	Per week 40		
		from	till		
	<b>Number of weeks*</b>	Min	12	Max	52
	<b>Preferred period of year*</b>	none			
	<b>Possible benefits</b>				
	<b>Equipment required</b>				
	<b>Clothing rules*</b>	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>		
	<b>Other information</b>				

Work experience offer				
Company information				
Sector	Energy	Number of employees		
Product or services	Renewable energies			
Student requirements				
Education*	Degree in Energetics			
Specialization*	Solar Energy, Photovoltaic, Thermal, Forest Biomass, Legislation			
Type of school/Degree*	University <input checked="" type="checkbox"/>	Occupational Training <input type="checkbox"/>	No preferences <input type="checkbox"/>	
Previous work experiences	an advantage	Other requirements		
Language required*	English	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input checked="" type="checkbox"/>
	Spanish	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
	German	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
	Other	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/>	advanced <input type="checkbox"/>
Position offered				
Position*: Engineer in renewable energy				
<b>Tasks description</b> - <b>General objectives:</b> Current Status of Renewable Energy. Writing articles for the magazine Solarzeitalter Business Collaboration Nanoenergies Humanitarian Aid Project in Africa - <b>Short-term work plan:</b> Study of the current and future situation of Renewable Energy <input checked="" type="checkbox"/> Study and development articles on the situation in Spain <input checked="" type="checkbox"/> Study and help the company Green Energy Nanoenergies. <input checked="" type="checkbox"/> Collaboration with the sizing of solar panels in the humanitarian project of Kenya, Africa.	Working hours*	Per day	Per week 40	
		from	till	
	Number of weeks*	Min 12	Max 52	
	Preferred period of year*	none		
	Possible benefits			
	Equipment required			
	Clothing rules*	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>	
	Other information			

Work experience offer			
Company information			
Sector	Arhitecture and Design	Number of employees	
Product or services	Company is focused mainly on residential construction, planning and reconstruction of historic buildings		
Student requirements			
Education*	Degree in Arhitecture		
Specialization*	Design		
Type of school/Degree*	University <input checked="" type="checkbox"/>	Occupational Training <input type="checkbox"/>	No preferences <input checked="" type="checkbox"/>
Previous work experiences	an advantage	Other requirements	
Language required*	English	beginner <input type="checkbox"/>	intermediate <input checked="" type="checkbox"/> advanced <input type="checkbox"/>
	Spanish	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
	German	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
	Other	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
Position offered			
Position*: designer			
<b>Tasks description</b> - General objectives:  - Short-term work plan: - Helping with arhitectural prjects - costumer service - editing and analyzing database	Working hours*	Per day	Per week 40
		from	till
	Number of weeks*	Min 12	Max 52
	Preferred period of year*	none	
	Possible benefits		
	Equipment required		
	Clothing rules*	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>
Other information			

Work experience offer			
Company information			
Sector	Special education (2 - 7 years)	Number of employees	6
Product or services	Kindergarten/School		
Student requirements			
Education*	Education, Pedagogy, therapy, psychology		
Specialization*			
Type of school/Degree*	University <input checked="" type="checkbox"/>	Occupational Training <input checked="" type="checkbox"/>	No preferences <input type="checkbox"/>
Previous work experiences	experience with children preferred	Other requirements	IT skills, communication skills,
Language required*	English	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input checked="" type="checkbox"/>
	Spanish	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
	German	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
	French	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
	Other	beginner <input type="checkbox"/>	intermediate <input type="checkbox"/> advanced <input type="checkbox"/>
Position offered			
Position*: Pedagogy assistant			
<b>Tasks description</b> The intern will be assigned to take care (under supervision) for a specific child throughout the day. The child is most likely to suffer from mild to severe disabilities and needs support during the education part of the day, feeding, hygiene and mobility. Further activities will include research projects, admin support, care taking of premises (i.e. up-keeping of garden, decorating school). We are looking for a friendly, ambitious and sociable person open for a new challenge.	Working hours*	Per day 8	Per week 40
		from 8:30	till 16:00
	Number of weeks*	Min 12	Max
	Preferred period of year*		
	Possible benefits	Lunch	
	Equipment required	NO	
	Clothing rules*	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>
Other information	Clothing adequate for being around children.		