



Hellenic Business Association of Serbia
Helensko privredno udruženje Srbije



AMBASADA GRČKE



Helensko privredno udruženje Srbije,
u saradnji sa Ambasadom Grčke u Beogradu i uz podršku Univerziteta u Beogradu, objavljuje
15 pozicija za tromesečnu praksu studenata u kompanijama-članicama Udruženja.

VIŠE INFORMACIJA: www.hba.rs
www.mfa.gr/serbia
ROK ZA PODNOŠENJE PRIJAVA: 10.03.2015.

KOMPANIJE KOJE UČESTVUJU U PROGRAMU:



ALPHA BANK



VOJVODANSKA BANKA
NEG GROUP



Eurobank

Srbija



Eurofast



MELLON
S E R B I A



MEDIJSKI SPONZOR:

B92

Company Name	Job Description	Faculty	Contacts
AXA Osiguranje (AXA Nežvotno Osiguranje a.d.o.)	Claims Department Junior Associate Responsible for: <ul style="list-style-type: none"> • Assisting the Claims department in Business as usual obligations • Administrating documentation and claims files • Notifying claims • Communicating with the Dr Censor and Claims assessment consultant • Supporting Sales Channels • Administrating Claims reporting Cooperating with the legal and technical department	Law	Annamaria Blell HR & Internal Communications e-mail: annamaria.blell@axa.rs
Alpha Bank Srbija A.D.	Trainee in the Human Resources Division Operational tasks	Faculty of Philology / English Language	Sonja Ristic Head, Recruitment & Placement Section, HR Division e-mail: sonjaristic@alphabankserbia.com
	Trainee in the Risk Management Division Operational tasks	Faculty of Economics / Faculty of Organizational Science	
Eurobank ad Beograd	Trainee in Marketing Division marketing activities - BTL/ATL; corporate communication; PR	Faculty of Economics and other business related academic studies	Sanela Vesic Senior Recruiting Officer e-mail: sanela.vesic@eurobank.rs

<p>Eurofast Global d.o.o.</p>	<p>Legal trainee</p> <ul style="list-style-type: none"> • Providing legal services to company's clients in line with their requests and arrangement established between company and client, especially following: • Tax Consultancy services • Incorporation/liquidation of companies as well as undertaking all other law administration actions upon incorporation/liquidation which are necessary for starting business operations; • Drafting of various types of contracts, decisions, POAs in English and Serbian • Preparing of all client's and company's general act, their changes and amendments in accordance with laws; endeavour on legitimately of these acts; • Harmonization and updating of all legal acts of client and company as well, in line with laws; • Providing of expert support to clients and to company upon occasion of conclusion legal action; • Insuring of support to all employees in company in fields of tax, obligation and labour law; • Representing the company in front of competent public bodies in the line with the authorization; 	<p>Faculty of Law, Higher education institution for applied studies (accounting dept)</p>	<p>Jelena Janjic Executive Administrator e-mail: jelena.janjic@eurofast.rs</p>
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	<p>Accounting trainee</p> <ul style="list-style-type: none"> • Booking of a bank account extracts and controlling of registered data • Entering data into the accounting and payroll program • Bookkeeping of incoming and outgoing invoices • Controlling of buyer's list and other booking as well • To keep records of incoming fixed assets invoices • Booking the price difference upon sales of goods • Calculation and booking money take over and payment (withdrawal) in cash • Cost calculation of business trips • Take care on book of incoming invoices for fixed assets • Preparing documents for compensations • Payroll calculation • Submission of documentation to the respective state authorities 	Faculty of Economy (accounting dept), Higher education institution for applied studies (accounting dept)	
Hotel Excelsior AD	<p>Administrative Assistant He / She will get familiarized with administration and finance department of the hotel, will assist in office matters and learn how the organization functions.</p>	FON – School of Business Administration; Faculty of Economics	Valentina Boskovic Marketing & Sales Executive e-mail: valentina.boskovic@hotelexcelsior.rs
	<p>Front Office Assistant He / She will assist in Front Office department, learn how to promote and be an ambassador of the brand, will work in a team and learn how the Reception functions</p>	Faculty of Geography	
Mellon Serbia doo	<p>Administrativni radnik Uvoz i izvoz robe, organizacija spedicije i transporta Administrativni poslovi Komunikacija za dobavljačima i kupcima Pomoć prilikom organizavanja događaja i sajmova Marketing kampanje</p>	Ekonomija	Biljana Cucukovic HR/Finance Administrator e-mail: b.cucukovic@mellon.rs
V+O Communication	<p>PR Intern Media and industries overview, preparation of different reports, press clipping, Press Releases and other PR texts preparation, participation in</p>	Faculty of Economics / Marketing,	Bosko Radan Financial & Administration Manager e-mail: office@vando.rs

	different brainstorming seasons, etc.	Faculty of Political Sciences/ Journalism, Faculty of Organizational Sciences / Marketing & PR	
Vojvodjanska banka a.d. Novi Sad	Trainee in Retail Credit Risk Training in the credit approval process for Retail, as well as in the collections process	University of Economy	Katarina Todorovic HR Business Partnership Department Head e-mail: katarina.todorovic@voban.grounbg.com
	Trainee in Risk Management Training in Credit Risk Model processes <i>(Special Conditions: Statistics or Informatics Field / Advanced Knowledge of MS Office Package)</i>	University of Economy	

<p>Metropol Palace LTD</p>	<p>Guest Relations Agent</p> <ul style="list-style-type: none"> • Acts as a professional at all times, reflecting the high standards of the company. • Greets all guests who enter-leave the hotel. • Personal Assistant VIP and regular guests. • Builds relationship with guests • Checks the VIP rooms and regular guests prior to their arrival to make everything perfect. • Meets comments list guests on a weekly basis • Must be taken in as soon as possible to fulfill the tasks. • Clear and specific traditions shifts must be performed at the beginning and end of each shift. • Use every opportunity to up-sell and cross-sell. • Has knowledge of hotel capacity and all hotel provides • Good knowledge of local environment and monitors events in Belgrade. • Coordinate activities with a reception, bell desk and concierge. • Follow all VIP and regular guests to rooms. • Explains hotel services and conducts visitors through the room. • Meets the requirements Concierge guests • Always comply with all the rules and procedures of the company. • Helps reception with checking in and out • Respond to all telephone calls and deliver appropriate assistance to inquiries from guests • Direct corresponds to the Head of reception • Other duties performed by order of the chief receptionist or manager on duty, in accordance with the abilities and physical abilities.. 	<p>Colleges of Hotel Management</p>	<p>Maja Gudzulic Human Resources Executive e-mail: hr@metropolpalace.com</p>
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	<p>PR & Marketing Assistant</p> <ul style="list-style-type: none"> • Implement marketing campaigns and other promotional activities • Responsibility for achieving pre-set goal / objectives • Communicates with the media and creative agencies • Communicate with potential partners • In close cooperation with other departments of the hotel and especially the sales department • Performs a wide range of activities to services offered by the hotel had a good response among potential clients, and the ultimate aim to increase sales and good image of the hotel • Explore, evaluate and monitor market trends • Organize events and promotions • It gives interviews to the media (written, verbal) • Establishment of marketing materials for hotel products and services • Monitoring competition • Complies with PR and marketing manager • Performs other tasks as requested by PR and marketing manager 		
	<p>Hostess</p> <ul style="list-style-type: none"> • Monitoring the operation of restaurants, with constant insight into the available capacity to accommodate guests • Receive reservations on a daily basis and collect information about the requirements and wishes of guests • Assist colleagues in the Lobby Bar and care about the guests who are in it • Informing supervisors about new or canceled reservations • Permanent informed about the offer or any changes in the menu and drinks map • A friendly and pleasant attitude, welcoming and seeing off guests taking care to provide any additional information that is required guests • At any time, practice good relationships with guests, assist guests in any way that will not adversely affect other clients. • Takes care of Appeals yet satisfactorily • Responsible to the Head of shifts in the restaurant • Doing other duties by order of his superiors 		