**Erasmus+ Student Traineeship**

**Employer information and traineeship requirements - VZOR**

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| **EMPLOYER INFORMATION** | |
| Name of organization |  | |
| Address incl. post code |  | |
| Telephone |  | |
| E-mail |  | |
| Website |  | |
| Number of employees |  | |
| Short description of the company |  | |
| Other |  | |

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| **EMPLOYER CONTACT DETAILS** | |
| Contact person for this traineeship |  | |
| Department and designation / job title | HR dept/HR specialist | |
| Direct telephone number |  | |
| E-mail address |  | |

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| **TRAINEESHIP INFORMATION** | |
| Department / Function | Back Office/ Operations specialist | |
| Description of activities | Analyze the individual process steps, and assess the context and risks  Fulfill qualitative and quantitative targets, provide feedback in realized processes  To communicate with superiors and colleagues in English  Processing of financial market products i.e. securities closed on foreign markets (shares, bonds, ETF), trades closed on foreign derivatives markets, fixed incomes, dividends, other corporate actions | |
| Location | Prague | |
| Duration | 2-12 month | |
| Working hours per week | 40 | |
| Accommodation | none | |
| **Details of financial and “in kind” support to be provided** | The company will provided accident insurance and liability insurance. | |
| Other | Preparation required from the intern before arrival:  Theoretic knowledge of financial market products and the investment banking industry | |

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| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** | |
| Languages and level of competence required | English B1/B2  Czech is NOT a must | |
| Computer skills and level of skills required | Internet, MS Office user | |
| Drivers license | - | |
| Other | - | |