

ERASMUS STUDENT WORK PLACEMENT

EMPLOYER INFORMATION	
Name of organization	Lecti Book Studio Ltd
Address incl. post code	70 Slivnitza Blvd, Floor 2, Office 5, 9000 Varna, Bulgaria
Telephone	+ 359 887 155 611
E-mail	news@lecti.eu
Website	book.lecti.eu
Number of employees	2
Short description of the company	Book publisher, literary agency, online bookshop
Other	Creative writing courses, literary events

CONTACT DETAILS	
Contact person for this placement	Mr. Ivo Ivanov
Department and designation / job title	CEO
Direct telephone number	+ 359 884 11 60 22
E-mail address	news@lecti.eu

PLACEMENT INFORMATION	
Department / Function	Sales and creative assistant
Description of activities	Book distribution and advertising, manuscript evaluation and editing, translation, graphic book design, events organisation, social media building
Location	Varna, Bulgaria (Black Sea coast)
Duration	2-6 months
Working hours per week	20 – 25 hours weekly
Accommodation	Help to find suitable accommodation
Details of financial and “in kind” support to be provided	Office space and equipment provided, transport if needed
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English – minimum B2 speaking and writing, German B2; if possible Scandinavian language(s); Bulgarian and Scandinavian classes available
Computer skills and level of skills required	Word, Excel, Powerpoint, if possible Wordpress, advanced overall computer knowledge
Drivers license	Not necessary
Other	Interest in literature, sales and team work, intercultural competence, good reading, editing, translation and organisational skills; working / studying experience abroad.

INFORMATION PROVIDED BY

Name	Ivo Ivanov
Department / Function	CEO
E-mail address	news@lecti.eu
Phone number(s)	+ 359 884 11 60 22
Date	17 February 2015