

# ERASMUS STUDENT WORK PLACEMENT

EMPLOYER INFORMATION	
Name of organization	Lecti Entrepreneur (IBI Razvitie Society)
Address incl. post code	70 Slivnitsa Blvd, Floor 2, Office 5, 9000, Varna, Bulgaria
Telephone	+ 359 887 155 611
E-mail	kurs@lecti.eu
Website	entrepreneur.lecti.eu
Number of employees	1
Short description of the company	Business courses, coaching and business consultation, business building
Other	Lectures, networking

<b>CONTACT DETAILS</b>	
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	kurs@lecti.eu

<b>PLACEMENT INFORMATION</b>	
Department / Function	Assistant
Description of activities	Office work, communication with clients, finding new clients, advertising, project-oriented work in planning and building a business, consulting, training in coaching, organisation of courses and lectures, business networking
Location	Varna, Bulgaria (Black Sea Coast)
Duration	6-12 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, local transport if needed
Other	

<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	English – minimum B2 , any other is an advantage
Computer skills and level of skills required	Word, Excel, Powerpoint, if possible Wordpress, advanced overall computer knowledge
Drivers license	Not needed
Other	Interest in business, intercultural competence, ability for communication and assertiveness, good organisational skills; working / studying experience abroad

<b>INFORMATION PROVIDED BY</b>	
Name	Ivo Ivanov
Department / Function	CEO
E-mail address	kurs@lecti.eu
Phone number(s)	+ 359 884 11 60 22
Date	4 March 2015