

## The requirements of the foreign trainee

Job portal *fullindustry.com*, which is focused on the provision and mediation a work in the field of industry, construction, energy, electrical engineering and transport, looking for a young and capable foreign trainee, mainly from the countries as Sweden, Denmark, Norway, Finland, Belgium, Netherlands, Germany, Switzerland or Austria (or other EU countries).

The possibility of placement is in the Slovak Republic in Levice and Nitra in dynamic and young team.

Trainee in the company will be working on projects in the field of human resources, online and offline marketing and developing business contacts (business development and sales).

### **REQUIRED SKILLS AND KNOWLEDGE:**

#### **Marketing skills:**

- marketing analysis of the market, customers, products and competitors
- sharing in the creation and maintenance of marketing strategies in the countries of the EU -strategy and action plans, budget management, and return on investment, project management,
- the application of online marketing
- marketing on the social networks
- e-mail marketing
- advertising on the Web
- organization of campaigns, events, participation in exhibitions
- promotion
- sharing on the development of marketing materials – brochures, presentations
- statistics, analysis and reporting
- organizing and coordinating marketing events, presentations, etc.
- to analyse and evaluate the success of marketing activities
- developing and enhancing the efficiency of marketing activities

www.fullindustry.com

Fullindustry s.r.o., Mostná 31, 949 01 Nitra, Slovakia  
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**Communication skills and administration, call centre:**

- cover call centre services in English and the mother tongue of trainee (providing calls to jobseekers, companies and employment agencies - acquisition and customer care)
- Support / Helpdesk portal - explaining and troubleshooting foreign portal users
- communication with partner companies and clients in English and the mother language
- communication with external foreign marketing agencies
- administrative work
- registration of jobseekers
- search of potential candidates, companies and partners for job portal
- pairing services and invoices for companies and candidates

**Commercial activity:**

- meeting with representatives of foreign companies from the sectors of industry and construction
- invoicing of foreign companies
- the negotiation of terms for advertising/advertising on the portal in a foreign language
- searching and negotiation of terms with foreign partners portal (certificates, SCC, TUV, etc.)

**IT skills:**

- the ability to analyze the needs of the portal from the technical side of development
- working with CMS-content management system ADVANTAGE (such as Joomla, Wordpress, Etc.)
- SEO optimization for better search in search engines
- MS Office (Excel, Word, PowerPoint, etc.)

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**Other required skills, knowledge and education:**

- the English language at advanced level
- mother language (Swedish, Finnish, Danish, Norwegian, German, Dutch, Flemish language...)
- responsibility, autonomy, creativity, initiative, organizational skills, ability to work in a team
- secondary education
- higher education of first instance
- higher education of second instance

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