

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	EURO NOBILE, Nevija Božič s.p.
Address	Sečovlje 77
Postal Code	6333
City	Sečovlje
Country	Slovenia
Telephone	++386 (0) 59 016 716
Fax	++386 (0) 59 016 716 8 (via ph.number)
E-mail	euronobile@gmail.com
Website	in construction
Number of employees	1
Year of foundation	2008
Contact person	Ms. Nevija Božič
Department / Function	Director
Direct telephone number	++386 (0) 40 608 342
Direct mobile	++386 (0) 40 608 342
Direct e-mail address	euronobile@gmail.com
Short Description of the Company	<p>EU funding consulting & management</p> <p>Business Consulting – Specialized in EU Consulting and Management on EU funds to different sectors like culture, education, entrepreneurship, others, to the private and public profit or non- profit companies. We offer our services to the institutions at home (SI) and abroad (IT, HR).</p>

	We consult and advise at a proper EU funding, clear the ideas of funding – applications, brainstorming, help to complete the project documentation, help with partners search, help with communication and deals with the relevant key institutions or persons for the project, managing – help with the coordination and administration of the projects, we help with the reports on the projects, we advice with the problem solutions on your projects.
Other	<p>Training Sessions</p> <p>We organise the seminars/workshop based on the customer needs – Project Management, Project Management of the EU projects, NLP, SDI, others as necessary.</p>

PLACEMENT INFORMATION	
Department / Function	Project management - EU funding
Description of activities	<p>Training in project management, specific in business consulting on EU funds:</p> <ul style="list-style-type: none"> - searching for adequate funds for different sectors, applications on EU funds, co-ordination of the projects, projects reporting, ...; - organisation and logistic of the seminars like : Project Management, SDI, NLP or similar for different customers, ...; - up-dating the www site; - others as agreed.
Duration	12 months
Working hours / Weekly hours	7 / 35
City	Portorose
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes € <input checked="" type="checkbox"/> No
Other	- instead of financial contribution less working hours are

	<p>required per week</p> <p>- possible use of the company car</p>
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REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> English (level: C) <input type="checkbox"/> German (level:) <input checked="" type="checkbox"/> Other Italian (level C), Croatian (level B), Serbo Croatian (level B), (level: Slovenian language (if any knowledge - it is an advantage)
Computer skills	yes (windows, word, excell, internet, skype..)
Drivers license	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other	<p>Knowledge of different languages, good writing skills, computer skills, basic accountancy and economic skills are preferred.</p> <p>Previous training/placement experiences are advantage.</p>