

# THE COMPANY LESZEK J. OLEJNICZAK - FINANCIAL ADVISOR (DVAG)

## 2012

The company Leszek J. Olejniczak is an independent representative office for the DVAG-German Financial Advisors' Association in Hamburg which exists in the market since 1990. The DVAG is the leader in Germany in the all-finance services sector. A team of advisors cooperates with the most renowned financial institutions. The DVAG has its own system of constant employee training (schooling) in 11 cities in Germany and 3 cities in Austria. The company operates in Germany, Austria and Switzerland.

We specialise in service in the complex areas of insurance, finance and banking. The organisation and optimisation of private financial situation in comparison with individual customer needs is our priority. We advise in choosing the appropriate insurance system for companies and advise start-up businesses in Germany (without the need to get employed) – these are areas in which we expand with great success. Furthermore, we give advice in corporate law, labour law and tax law.

**The company: Leszek J. Olejniczak e.Kfm – Representative office for the Deutsche Vermögensberatung**

**Havighorster Weg 14, 21031 Hamburg**

**Tel. 0049 40 73931329**

**www: <http://www.dvag.de/leszek-jan.olejniczak>**

### **Type of offer: Traineeship and practical training**

**Duties:** During the traineeship you will get to know the principles of the German financial market, current law and labour market. One of the main duties will be looking into and taking care of a proper relationship between our business partners, banks and the Deutsche Vermögensberatung Company.

### **Requirements:**

We require persons with a fluent German and English. It would be valued if you also know any of the languages spoken in East-European countries.

We privilege Economic studies – banking, finance, marketing, management, financial services, insurance, international affairs and law.

Remark: only students can benefit from the Erasmus programme financing. Therefore successful applicants must be in their last year of studies (9<sup>th</sup> or 10<sup>th</sup> term) for a traineeship in the following calendar year.

**Other requirements:** knowledge of corporate ethics, businesslike appearance, IT skills, politeness, flexibility, good communication- and negotiation skills, clean drivers' licence.

Good organisation skills, independency and commitment. self-motivation, easiness to make contacts.

**The company offers:** The traineeship will give you indispensable experience for your further career. Since may 2011 German labour market will be opened for the “new-Europe” countries, therefore the internship stands a great opportunity to start career as a part of the largest advisers’ company in Germany.

**Additional information:** Venue of traineeship – office of Mr Leszek J. Olejniczak e.Kfm in Hamburg. Germany Department – Customer service for

**Erasmus** students the internship will have the duration of 3 months

**Leonardo da Vinci** graduates the internship will have the duration of 3-6 months

**Columbus** is for recent graduates who would like to start their careers at DVAG

The traineeship is a part of the Lifelong Learning Programme ERASMUS/LEONARDO DA VINCI. After the 3-month internship there is a possibility to work in one of our branches in Germany.

Curriculum Vitae and a letter of intent in German should be sent to:

Leszek-Jan.Olejniczak@dvag.de

CV should be written in the Europass standard,  
more information at: <http://europass.cedefop.europa.eu/>

The ultimate deadline for applying for the internship in the next following quarter is the 30<sup>th</sup> or 31<sup>st</sup> of the last month preceding the Quarter you want to start the traineeship.

Those who are interested can be sent informative leaflets about the Deutsche Vermögensberatung by mail.

**Contact:** Leszek J. Olejniczak e.Kfm

Havighorster Weg 14

21031 Hamburg, Germany

Tel.:040/73931329

<http://www.dvag.de/leszek-jan.olejniczak>

## GENERAL FRAMEWORK FOR INTERNSHIPS

### Economics

1. The process of acquainting with the work regulations
2. Getting to know the structure of an advisory company
3. Acquainting with the advisory company's activity
4. Advisory company's activity analysis
5. Getting to know the regulations within service provided by the company
6. Acquainting with the German banking system
7. Acquainting with the insurance policy in Germany
8. Acquainting with the regulations within analysing financial portfolios and optimising them to individual needs
9. Getting to know the regulations of setting up a business activity in Germany and implementing consultancy in it.
10. Acquainting with the basic knowledge concerning company law, tax law and labour law and implementing those in terms of German companies
11. Acquainting with the regulations of the German financial and labour markets
12. Getting to know the regulations within the appropriate coordination among business partners, banks and other representatives
13. Finding out the formal aspects of providing service connected with above mentioned areas
14. Cooperation within carrying out analyses and forecasting according to the current company needs
15. Cooperation within market analysis connected with service provided by the advisory company, client needs analysis, market segmentation
16. Acquainting with the company's computer system

### Management

1. The process of acquainting with the work regulations
2. Getting to know the structure of an advisory company
3. Acquainting with the advisory company's activity
4. Advisory company's activity analysis
5. Getting to know the regulations within service provided by the company
6. Acquainting with relations among administrative workers, advisors, specialists and clients
7. Acquainting with the management of a bigger unit (the Deutsche Vermögensberatung)
8. Getting to know the management strategies in an advisory company
9. Getting to know the human resources strategies and duty delegation
10. Acquainting with marketing strategies implemented in order to create company's image
11. Acquainting with the means used to analyse competitors and to introduce new solutions in order to adjust service to clients needs
12. Getting to know the current administrative systems and the workflow
13. Acquainting with the current financial management (book-keeping)