



Vzdelávanie a kultúra

Program celoživotného vzdelávania



Národná agentúra
Programu celoživotného vzdelávania

ERASMUS+ Traineeship in Companies

Placement Description: Personal Assistant to HR Director (CSOB Financial Group)

COMPANY OVERVIEW

NAME OF THE COMPANY	ČSOB Financial Group (Československá obchodná banka Finančná skupina)
ADDRESS	Michalská 18 815 63 Bratislava
COUNTRY	Slovakia
WEB PAGE	Web page of CSOB: www.csob.sk/o-nas Linked In of CSOB: ČSOB Finančná skupina

SHORT INFORMATION ABOUT COMPANY

CSOB Financial Group offers outstanding range of services and products, including mortgages, consumer loans, savings and investment products, current accounts, as well as insurance, building savings, leasing and factoring.

The CSOB group in Slovakia comprises the following companies: CSOB Bank, CSOB Insurance, KBC Asset Management, CSOB Leasing, CSOB Building Association, CSOB Factoring and CSOB Foundation. CSOB Financial group is a member of the European integrated bancassurance group KBC, operating in certain countries in Central and Eastern Europe, with its headquarters in Belgium.

Client orientation, individual approach and respect is our top priority, because we consider **the trust and loyalty of our clients** to be the highest principle of all our operations. Based on the **efficiency**, enterprising spirit and capacity for **innovation**, we aim to provide the best and **the most complex solutions for our customers**. Besides the mentioned, we earn the loyalty of our employees, guarantee a high return to our shareholders and contribute towards the economic, social and cultural development of the community, to which we belong.

CONTACT DETAILS

CONTACT PERSON	Eliška ČEPCOVÁ
CONTACT DETAILS (E-MAIL, TEL. NO.)	Eliška ČEPCOVÁ elcepcova@csob.sk 00421 259 666 072

REQUESTED ERASMUS STUDENT PROFILE

FIELD OF STUDIES/ PROFESSIONAL AREAS OF INTEREST	Any of: Human Resources, Strategic/International HRM, Organisational Behaviour/Organisational Development, Recruitment and Allocation, Psychology/Personal Evaluation
TASKS	- Management of incoming/outgoing communication for the HRD by filtering and responding as appropriate to manage expectations of internal and external clients

	<ul style="list-style-type: none"> - Management of the diary/agenda to prioritize and co-ordinate appointments and maximize time efficiency for HRD - Multiple assignments within the project: Employer Branding of ČSOB (- focused on the perception of ČSOB in role of employer by various stakeholders – general public, job candidates, employees, and positioning among other companies, etc.) - Contact person for communication with the universities, education institutions and student organizations, in regard to the co-operation with the CSOB - Attendance of relevant meetings, preparation of agenda and issuance of minutes from meetings, drafting internal/external communication and documents (including presentations, business reports, etc.) - Support at HR Reporting and HR data analysis - Support for HR Business partners and junior recruiters in recruiting process (posting job offers, screening candidates, preparation of Assessment Centers)
<p>REQUIREMENTS</p>	<p><u>Must have skills:</u></p> <ul style="list-style-type: none"> - Fluent English - Good command of Slovak or Czech language a must (due to communication across bank and with external partners) - Very good PC skills (word and excel as core) <p><u>Mindset:</u></p> <p>Creativity is encouraged, innovation is expected, and healthy disregard for the impossible is welcomed/ provoked.</p> <p>Willingness to ask tough questions and challenge the status quo of the company's practices is accepted – because the supervisors of the Interns are aware that they are not only teaching, but also learning simultaneously.</p> <p>For the fulfillment of the Intern's requirements is necessary continuous self improvement. On the other hand, support, mentoring and feedback will be provided to the greatest possible extent.</p> <p>Willingness to learn is inevitable.</p>
<p>MEASURABLE RESULTS EXPECTED FROM INTERN</p>	<p>based on: Voice of Internal Customer (VoC) measurement = measurement of quality of services, that are delivered to the internal customer - in this case, is the internal customer HR Director</p> <ul style="list-style-type: none"> - minimum score 4 out of 5 possible points <ul style="list-style-type: none"> 1 – 3 point/s = non satisfying 4 – 5 points = satisfying
<p>KEY LEARNING POINTS THAT THE INTERN MIGHT OBTAIN DURING THE INTERNSHIP</p>	<ul style="list-style-type: none"> - Employee Value Proposition Methodics - Employer Brand - HR Strategy and its Implementation - HR Data Analysis - Insight to various HR tasks/roles - Communication Skills and Teamwork

PAYMENT OR OTHER BENEFITS	<p>We offer the interesting opportunity to learn about all aspects of HR by shadowing HR Director, visiting all HR departments and being part of local HR community.</p> <ul style="list-style-type: none"> - The intern covers living expenses from Erasmus grant - Project based bonus optional
WORKING TIME and TOTAL HOURS OF WORK PER WEEK	<p>flexible working time with the compulsory time range being: from 9 a.m. till 3 p.m. (and optional time range within 7-9 a.m. and 3-5 p.m.)</p> <p>total hours: 40 hours/week</p>
PLACEMENT DURATION	Min 3 to max 6 months
PLACEMENT PERIOD (FROM - TO)	Since 01/07/2014 (July 2014)

APPLICATION PROCEDURE

WHO TO APPLY TO	Eliška ČEPCOVÁ elcepcova@csob.sk
DEADLINE FOR APPLICATIONS	01/ 04/ 2014
APPLICATION PROCESS	<p>In order to apply, the candidate has to send:</p> <ul style="list-style-type: none"> - CV - cover letter - and any other relevant information <p style="text-align: right;">(in English/Slovak language)</p> <p>The candidate is also obliged to attach the document answering the following questions (each answer maximum 300 words, in Slovak language):</p> <ol style="list-style-type: none"> 1) How would you summarize, in your own words, the main changes in the SEPA payments, relevant for the CSOB FG in Slovakia in the near future? 2) Do you consider work-life balance to be important? In both cases of your answer (yes/no), please state the reasoning of your opinion. How do you spend your free time? 3) Could you describe the recent situation that pushed you to the edges of your comfort zone/forced you to push your limits? What learning points did you derive from this experience and how did you applied them in the new situation/context?