**Erasmus Student Work Placement**

**Employer information and placement requirements**

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| **EMPLOYER INFORMATION** | | |
| Name of organization | Česká spořitelna, a.s. | |
| Address incl. post code | Registered Office: Prague 4, Olbrachtova 1929/62, Post Code 140 00 | |
| Telephone |  | |
| E-mail |  | |
| Website | <http://www.csas.cz/banka/nav/personal-finance-d00012487> | |
| Number of employees | approximately 10,000 | |
| Short description of the company | Česká spořitelna is a modern bank that is geared towards small-scale clients, small and medium-sized companies, towns and municipalities. Česká spořitelna plays also indispensable role in the financing of large companies and corporations and in providing financial market services.  Financial Group of Česká spořitelna with more than 5.3 million clients is the largest bank on the market by number of clients.  The roots of Česká spořitelna reach back to 1825, when the Spořitelna česká, the oldest predecessor of Česká spořitelna, began operating.  Since 2000, Ceska Sporitelna has been a member of Erste Group, one of the leading financial providers in Central and Eastern Europe with 16.6 million clients in seven predominantly EU-member-countries. | |
| Other |  | |

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| **CONTACT DETAILS** | | |
| Contact person for this placement | Nicholas Joseph Levy | |
| Department and designation / job title | HR dept/HR specialist | |
| Direct telephone number |  | |
| E-mail address |  | |

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| **PLACEMENT INFORMATION** | | |
| Department/office  Trainee position | Back Office of Foreign Capital Markets  Operations specialist | |
| Short description of the department/office - description of trainee activities | Analyze the individual process steps, and assess the context and risks  Fulfill qualitative and quantitative targets, provide feedback in realized processes  To communicate with superiors and colleagues in English  Processing of financial market products i.e. securities closed on foreign markets (shares, bonds, ETF), trades closed on foreign derivatives markets, fixed incomes, dividends, other corporate actions | |
| Location | Prague | |
| Duration | 6-12 month | |
| Working hours per week | 40 | |
| Accommodation | none | |
| **Details of financial and “in kind” support to be provided** | The company will provide accident insurance and liability insurance. | |
| Other | Preparation required from the intern before arrival:  Theoretic knowledge of financial market products and the investment banking industry | |

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| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** | | |
| Languages and level of competence required | English C2  Czech is NOT a must | |
| Computer skills and level of skills required | Internet, MS Office user | |
| Drivers license | - | |
| Other | - | |