



HELLENIC REPUBLIC  
MINISTRY OF EDUCATION AND  
RELIGIOUS AFFAIRS-----  
STATE SCHOLARSHIPS FOUNDATION  
(I.K.Y.)  
DIRECTORATE FOR SPECIAL  
PROGRAMMES  
AND INTERNATIONAL  
SCHOLARSHIPS  
UNIT FOR EUROPEAN UNION  
PROGRAMMES  
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Πρόγραμμα  
δια βίου  
μάθησης

## ERASMUS Placement Offer Form

EMPLOYER INFORMATION	
Name of Organization	National Bank of Greece SA
Address	86 Aiolou str
Postal Code	10232
City	Athens
Country	Greece
Telephone	+30 210 3341000
Fax	+30 210 3341076
e-mail	HRstrategy978@nbg.gr
Website	<a href="http://www.nbg.gr">http://www.nbg.gr</a>
Number of Employees	9,777 (as of 31/3/2014)
Year of Foundation	1841
Contact Person	Siarkou Katerina
Department/Function	Group HR Strategy Division

Direct Telephone Number	+30 2103341047
Direct Mobile	+30 6970008243
Direct e-mail address	SIARKOU.AIK@nbg.gr
Short Description of the Company (Please attach profile of your company, max 1 page)	<p>National Bank of Greece is one of the largest banking groups in the country, with diversified activities in all key financial sectors. With total assets of €111 billion, NBG Group employs c. 37,600 staff in Greece and abroad.</p> <p>The domestic network is comprised of 540 branches and 1,396 ATMs. Outside Greece, NBG Group is active in 12 countries via 1,235 banking units. Activities are conducted through 9 subsidiary banks in Turkey, Bulgaria, Romania, F.Y.R.O.M., Serbia, Albania, Cyprus, South Africa and Malta. NBG also runs branches in Egypt and the U.K. and a representative office in Australia.</p> <p>NBG implements a corporate social responsibility program, highlighting its commitment to the community. Its contribution consists of a broad range of sponsorships and funding in the areas of culture, science and research, sports and the environment. The group holds the 148th place among the Top 1,000 banks in the world for 2013, according to "The Banker-Financial Times".</p>
Other	

<b>PLACEMENT INFORMATION</b>	
Number of positions offered for student placement	<p><b>1</b> (Due Diligence Trainee)</p> <p><b>The title of the internship position should be clearly mentioned in candidates' application.</b></p>
In the Department/Function (where the position is offered)	<b>Group Financial Institutions (Group Transactions Services Division)</b>
Description of activities the student will be involved in	<ul style="list-style-type: none"> <li>• Support in Due Diligence checking and administration in relation to Anti-Money Laundering policies and procedures</li> <li>• General office administration</li> </ul>

Duration	<b>6 -12 months</b>
Working Hours/Weekly Hours	37 hours / week Monday – Thursday: 7.5 hours Friday: 7 hours
City	<b>Athens</b>
Help with finding Accommodation	No
Financial Contribution	Yes: €400/month
Other - Estimated Commencement Date:	1/9/2014

## REQUIREMENTS

Study Field	Undergraduate or postgraduate studies in one of the following fields : <ul style="list-style-type: none"> <li>○ Economics</li> <li>○ Business Administration</li> </ul> <p><b>A university transcript / document presenting candidates' average grade up to date should be attached to their application.</b></p> <p><b>In case of a postgraduate student, a university transcript / document presenting candidate's undergraduate degree grade should also be attached.</b></p>
Oral and Written Language Skills	<ul style="list-style-type: none"> <li>● English (level: C2)</li> <li>● Greek (level: A2)</li> </ul>
Computer Skills	MS Office (Word, Excel)
Drivers license	No
Other - Additional Selection Criteria:	Willingness, reliability , teamworking

Place: Athens

Date: 17/4/2014

Signature \_\_\_\_\_



