

Input date:	01.07.2014		
Range:	<input type="checkbox"/> education <input type="checkbox"/> private horticulture and garden culture <input type="checkbox"/> Public-Relation <input type="checkbox"/> administration		
Institution:	Garden Academy Baden-Württemberg e.V.		
Road and house number:	Diebsweg 2		
Postal ZIP Code:	69123	Place:	Heidelberg
Land:	Germany		
Telephone:	+496221 7484810	Fax:	+496221 7484811
Email:	gartenakademie@lvq.bwl.de		
Internet:	www.gartenakademie.info		
Period:	01.August 2014; 01. September 2014		
Tasks:	<input type="checkbox"/> organisation and structure of conferences and seminars in the ranges of topics „private horticulture and garden culture for professionals and leisure gardeners”, garden- and landscape photography <input type="checkbox"/> structure and support of exhibitions (gardenshows) <input type="checkbox"/> accompany and assistance with dates <input type="checkbox"/> public-relation <input type="checkbox"/> office administration (care of address lists, file administration, telephone calls, correspondence)		
Requirement:	<input type="checkbox"/> good knowledge of German <input type="checkbox"/> computer knowledge (Word, Excel, PowerPoint, Photo-Shop) desirably <input type="checkbox"/> practical experiences within the ranges described above desirably <input type="checkbox"/> reliability, commitment and ability for teamwork		
Payment:	Cost compensation on basis for negotiation	contact Person:	Jeanette Schweikert
Further:	<input type="checkbox"/> applications please with personal record <input type="checkbox"/> photo <input type="checkbox"/> if possible the last certifications. Further information to the Garden Academy to find under www.gartenakademie.info		