



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



ERASMUS Placement Offer Form

EMPLOYER INFORMATION	
Name of Organization	National Bank of Greece S.A.
Address	86, Aiolou str
Postal Code	102 32
City	Athens
Country	Greece
Telephone	+30 210 3341000
Fax	+30 210 3341076
e-mail	HRstrategy978@nbg.gr
Website	http://www.nbg.gr
Number of Employees	9777 (as of 31/3/2014)
Year of Foundation	1841
Contact Person	Zanni Polyxeni
Department/Function	NBG Group HR Strategy Division
Direct Telephone Number	+30 2103341403

Direct Mobile	+30 6972996997
Direct e-mail address	zanni.polyxeni@nbg.gr
Short Description of the Company	<p>National Bank of Greece is one of the largest banking groups in Greece, 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	

PLACEMENT INFORMATION

Number of positions offered for student placement	<p>1 (Group Securities Services Depositories Officer)</p> <p>The title of the internship position should be clearly mentioned in candidates' application.</p>
In the Department/Function (where the position is offered)	Group Securities Services
Description of activities the student will be involved in	<ul style="list-style-type: none"> • Daily handling of instructions issued by the Bank's Clearing and Settlement Department • Daily monitoring of all relevant cash obligations for the proper clearing and settlement process • Receipt and distribution of files involving corporate actions and underwriting, as well as files related to client asset reconciliation

	<ul style="list-style-type: none"> Facilitation of the processing of collaterals, stock blocking and OTC equities transfers
Duration	12 months
Working Hours/Weekly Hours	37 hours / week Monday - Thursday: 7.5 hours Friday: 7 hours
City	Athens
Help with finding Accommodation	No
Financial Contribution	Yes: €400/month
Other - Estimated Commencement Date:	1/9/2014

REQUIREMENTS

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

Place, Athens

Date, 22/4/2014

Signature _____



