

ERASMUS STUDENT WORK PLACEMENT

EMPLOYER INFORMATION	
Name of organization	Lecti Culture Centre (Lecti Foundation)
Address incl. post code	70 Slivnitza Blvd, Floor 2, Office 5, 9000 Varna, Bulgaria
Telephone	+ 359 887 155 611
E-mail	office@lecti.eu
Website	lecti.eu, english.lecti.eu, culture.lecti.eu
Number of employees	2
Short description of the company	Cultural centre, organises events, exhibitions, seminars and courses; EU projects
Other	Works for tolerance and spread of multicultural knowledge through culture

CONTACT DETAILS	
Contact person for this placement	Mr. Ivo Ivanov
Department and designation / job title	CEO
Direct telephone number	+ 359 884 11 60 22
E-mail address	office@lecti.eu

PLACEMENT INFORMATION	
Department / Function	Assistant organiser
Description of activities	Routine office work, communication with partners, organising and advertising events, accompanying international guests, project-oriented work
Location	Varna, Bulgaria (Black Sea Coast)
Duration	2-6 months
Working hours per week	20 – 25 hours weekly
Accommodation	Help to find suitable accommodation
Details of financial and “in kind” support to be provided	Office space and equipment provided, transport if needed
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English – minimum B2 speaking and writing, German B2; if possible Scandinavian language(s); Bulgarian and Scandinavian classes available
Computer skills and level of skills required	Word, Excel, Powerpoint, if possible Wordpress, advanced overall computer knowledge
Drivers license	Not necessary
Other	Interest in sales and team work, intercultural competence, ability for communication and assertiveness, good organisational skills; working / studying-experience abroad.

INFORMATION PROVIDED BY	
Name	Ivo Ivanov
Department / Function	CEO
E-mail address	office@lecti.eu
Phone number(s)	+ 359 884 11 60 22
Date	17 February 2015