



Lifelong Learning Programme

**LEONARDO DA VINCI PROGRAMME**  
**PEOPLE IN THE LABOUR MARKET**  
**MOBILITY**

## Leonardo da Vinci traineeship offer

### **Host organisation: Seven Partners s.r.l. unipersonale, Udine, Italy**

Seven Partners s.r.l. is a private company specialized in international consultancy, focusing on commercial, dutiable, juridical and financial counselling and management. The company is located in Udine, Italy, and operates mainly in Italy, the Czech Republic, Slovakia and Brussels.

The company works for/with various private companies, regional entities and local authorities. Seven Partners s.r.l. has a long experience in the field of international relations and profound knowledge of European environment. Main activities include representing various regions in international affairs, financial counselling focusing on EU grants and fundraising, searching for potential partners, managing projects of international cooperation, organizing various events, fairs, workshops, conferences and presentations of Italian companies or products in Central-Europe countries and vice-versa.

### **Local and temporal specification of the traineeship:**

Division/Department: International Relations

Starting date (earliest possible): position open continuously

Starting date (latest possible):

Duration: 3 months

Working hours: 40/week

### **Training content (activities/tasks):**

- ✓ Assistance in organization of planned activities, meetings, conferences, workshops and other events, including participation in them
- ✓ Edition of info documents, reports, notes and meeting minutes
- ✓ Translation of documents, notes, project sheets and other materials
- ✓ Cooperation and communication with partners and clients
- ✓ Edition of market researches and analysis

### **Required profile of the candidates:**

- ✓ **University graduates** in International Relations, Business, Economics, Marketing and Media, Communications, Languages
- ✓ Work experience in international environment, public relations, marketing
- ✓ Very good language skills (Italian, English, French)
- ✓ Very good communication, organisational and presentation skills
- ✓ High sense of responsibility and self-reliance
- ✓ Pro-active approach

Further, applicants must meet the following criteria:

- ✓ Graduates of Palacky University in Olomouc, Moravian College Olomouc, Tomas Bata University in Zlin or other higher education institution having its registered office in the Central Moravia region
- ✓ Date of graduation: no more than 1,5 year ago

- ✓ You have not carried out a Leonardo da Vinci traineeship, mobility of people in the labour market (PLM) yet
- ✓ Permanent residence or perspective employment in the region is advantage

**Remuneration:**

- ✓ financial support – 0 EUR/month
- ✓ contribution in kind (e.g. accommodation, public transport, meals etc.) – in the value of 200 EUR/month

Note: beside possible financial support and/or contribution in kind provided by the host organisation, the selected candidate shall receive a Leonardo da Vinci grant. The grant shall be allocated in the max. amount of up to a 3-month scholarship (monthly rate being max. 600 EUR).

**Please send your application documents (CV and cover letter in Czech and English or Italian language) to [dlabajova@sevenpartners.com](mailto:dlabajova@sevenpartners.com) at least two months before the planned start.**