

# ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

## EMPLOYER INFORMATION

Name of organization	Tomas Vojta
Address incl. post code	Mgr. Tomas Vojta 370 01 České Budějovice CZECH REPUBLIC  IČO: 86878727 DIČ: CZ8809151362
Telephone	00420 734 807 343
E-mail	<a href="mailto:tomas.vojta@uctovani.net">tomas.vojta@uctovani.net</a>
Website	<a href="http://www.uctovani.net">www.uctovani.net</a> , <a href="http://www.marshi.cz/en">www.marshi.cz/en</a>
Number of employees	5 co-workers
Short description of the company	We run a website that through open databases advises beginners and advanced accounting in finding the pattern for making accounting operations. The website also provides a lot of manuals, procedures, tests and calculators.
Other	We already have launched the same project in Czech Republic, Slovak Republic, Poland and Russia. Our website has 250 000 visitors per month and is very popular for beginner and advanced accounting. <b>Next year we would like to begin operate in France.</b>

## CONTACT DETAILS

Contact person for this placement	Mgr. Tomas Vojta (Freelancer)
Department and designation / job title	Product owner
Direct telephone number	00420734807343
E-mail address	<a href="mailto:tomas.vojta@uctovani.net">tomas.vojta@uctovani.net</a>

## PLACEMENT INFORMATION

Department / Function	<b>Accounting website editor</b>
Description of activities	<ul style="list-style-type: none"> <li>• Creating Web Content - (list of all possible accounting operations used in practice)</li> <li>• Writing web articles on accounting topics</li> <li>• Creating accounting tests</li> <li>• Creating accounting dictionary</li> </ul> <b>After launching the website</b> <ul style="list-style-type: none"> <li>• Internet marketing » promotion of internet project in France, SEO, promotion via Facebook and other internet channels</li> <li>• Active communication with visitors of website</li> </ul>
Location	Prague, CZECH REPUBLIC
Duration	minimum 3 months
Working hours per week	40
Accommodation	We do not provide accommodation, but assistance in finding accommodation according your requirements is granted
Details of financial and “in kind” support to be provided	3-months ticket to public transport in Prague
Other	<b>What you gain in experience?</b> <ul style="list-style-type: none"> <li>• Improve your accounting knowledge</li> <li>• Improve your writing skills</li> <li>• You gain experience in the launch of new successful web project, internet advertising and promotion (internet marketing, SEO, facebook promotion, web analytics etc. )</li> </ul> <b>Others</b> <ul style="list-style-type: none"> <li>• Fair approach</li> <li>• Working freedom</li> <li>• Flexible working hours</li> </ul>

## COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<ul style="list-style-type: none"> <li>• <b>French - native speaker</b></li> <li>• English – B1</li> </ul>
Computer skills and level of skills required	<ul style="list-style-type: none"> <li>• Good <b>knowledge of accounting</b>, active interest in innovations in this field</li> <li>• Basic skills in Microsoft Word, Excel, Internet</li> <li>• Knowledge of marketing or HTML is benefit</li> </ul>
Drivers license	unnecessary
Other	We are looking for 1-2 persons to Erasmus students work placement.

## INFORMATION PROVIDED BY

Name	Tomas Vojta
Department / Function	Product Owner
E-mail address	tomas.vojta@uctovani.net
Phone number(s)	00420 734 807 343
Date	27.10.2014