

OLTIS Group Olomouc

Department/division: IT systems/Marketing Department

OLTIS Group is a purely Czech business entity comprising member companies. Since 1997, it has stamped its authority on the information systems market for transport and logistics through sustained success and reliability.

Since its inception, OLTIS Group has been one of the leaders of innovative information systems for transport and logistics. OLTIS Group brand aims to present market development, highlighting specific but broad skills and bringing the ability to provide software solutions and related services to the most demanding technological processes in the field of transport and logistics.

International Rail Forum & Conference (IRFC) is the largest professional railway conference in Central Europe. Since 2008, it has been organized by OLTIS Group in Prague every two or three years. It is an opportunity for exchanging information and experience between companies involved in new innovative solutions concerning railways, together with the introduction of novelties in the implementation of rail transport.

Position title: PR and Administrative Assistant

Position purpose: -

Duties and responsibilities:

- Cooperation on the preparation and realization of the International Rail Forum & Conference held in March 2020 in Prague (addressing and communicating with Russian and English speaking companies and organizations incl. calling and sending invitations to potential participants, assisting conference participants before and during the conference etc.; preparing and translating conference materials incl. speaker's information and other conference materials, transferring conference website into Russian and English language etc.)
- Market survey (carrying out market survey in Russian and English speaking countries in the railway branch)

Qualifications

Field/s of study:

- Economics
- Management and administration
- Marketing and advertising
- Language acquisition

Level of study: bachelor

Professional competences:

- PR skills
- Administrative skills
- Translation skills
- Basics of event management

Key competences/Language skills:

- Czech – B1 – Intermediate (Preferred)

- Russian – C2 – Proficiency (Required)
- English – B2 – Upper intermediate (Required)

Key competences/Computer skills:

- Web browsing and communication – Independent user
- Word processing, Spreadsheets, Databases, Presentation – Independent user
- Windows operating systems – Independent user

Key competences/other:

- Communication
- Critical and analytical thinking
- Planning and organizing
- Creative thinking
- Teamwork
- Intercultural perception
- Initiative
- Reliability

How to apply

Please send CV and cover letter (in English) to Margarita Kviram, infocent@tspu.edu.ru, by 13/11/2019 at the latest.

Facts

Economic sector: Land transport and transport via pipelines

Size: staff 51 to 250

Working language/s: Czech, English, Russian

Type of work placement: Traineeship

City/Country: Olomouc/the Czech Republic

Earliest start date: 13/01/2020

Latest start date: 30/01/2020

Duration: 3,0 months

Working hours: 35 hours/week

Remuneration:

Financial contribution: 0 EUR/month

Contribution in kind: none

Application

Required application documents: CV, cover letter (in English) to be sent to Margarita Kviram, infocent@tspu.edu.ru

Application deadline: 13/11/2019