



Programme d'éducation
et de formation
tout au long de la vie

Erasmus Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Nerea S.A.
Address	Rue d'Hobscheid 69
Postal Code	8422
City	Steinfort
Country	Luxembourg
Telephone	
Fax	
E-mail	admin@nerea.com
Website	www.nerea.com
Number of employees	20
Year of foundation	2001
Contact person	Jessica De Ganseman
Department / Function	Office Manager
Direct telephone number	
Direct mobile	+352 621 251 627
Direct e-mail address	jga@nerea.com
Short Description of the Company	NEREA delivers solutions in the areas of ICT outsourcing and Customer Relationship Management (CRM).
Other	



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PLACEMENT INFORMATION	
Department / Function	Adminteam: H.R., Admin, marketing, finance
Description of activities	<ul style="list-style-type: none">○ Ensure the logistic flow○ Prepare file for selection and application of appropriate procurement processes for a particular product and or services.○ Process, assign and class Nerea mail○ Receive, inform and delivery supplies○ Fulfill and follow up administration tasks○ Treat invoices and vouchers○ Specific administrative tasks related to Accounts receivable
Duration	September to february, less is possible
Working hours / Weekly hours	38 h/per week
City	Steinfort
Help with finding Accommodation	<input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes : 200€/ month
Other	

REQUIREMENTS	
Oral and written language skills	<input type="checkbox"/> English <input type="checkbox"/> French
Computer skills	<ul style="list-style-type: none">○ Familiar with Microsoft Office : Outlook, Word, Excel, PowerPoint, etc.
Drivers license	<input type="checkbox"/> No
Other	

Placement Offer

EMPLOYER INFORMATION	
Name of organization	European Youth Information and Counselling Agency (ERYICA)
Address	Place de la Gare, 26
Postal Code	L-1616
City	Luxembourg
Country	Luxembourg
Telephone	+352 24873992
Fax	+352 26293215
E-mail	secretariat@eryica.org
Website	www.eryica.org
Number of employees	3
Year of foundation	1986
Contact person	Davide Capecchi
Department / Function	Director
Direct telephone number	+352 621 295 314
Direct e-mail address	director@eryica.org
Short Description of the Company	The European Youth Information and Counselling Agency (ERYICA) is an independent European organisation, composed of national youth information co-ordination bodies and networks. It works to intensify European co-operation in the field of youth information work and services. It aims to develop, support and promote quality generalist youth information policy and practice at all levels, in order to meet the information needs of young people in Europe and to apply the principles of the European Youth Information Charter.

PLACEMENT INFORMATION	
Department / Function	Secretariat
Description of activities	Support in event organisation: gathering information on participants, offers from providers, online applications, coordinating with organisers, booking travels, feeding the internal database, follow-up. Support for the administrative tasks in the Agency, including processing the correspondence, documentation and files necessary for the general administration and for the projects of the Agency; Provide support in project management, mostly within the "Youth in Action" programme of the European Union; Edit our website and work on the maintenance of our online platforms; support in the coordination of all activities related to the European campaign Information Right Now!
Duration	3-6 months
Working hours / Weekly hours	6 per day / 30 per week
City	Luxembourg
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	No financial contribution, but flexibility in working hours and some possibility of travelling on mission

REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> English, Very Good
Computer skills	Basic
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	<p>Only for those who hold already a Leonardo da Vinci or Erasmus scholarship or who are linked to already approved projects.</p> <p>Interested candidates are kindly invited to send their CV to the email addresses above.</p> <p>Due to the high expected number of applications, only shortlisted candidates will be contacted.</p>

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Centre Information Jeunes –National Youth Information Center
Address	Place de la Gare, 26
Postal Code	L-1616
City	Luxembourg
Country	Luxembourg
Telephone	+352 26293200
Fax	+352 26293215
E-mail	info@cij.lu
Website	www.cij.lu
Number of employees	10
Year of foundation	1987
Contact person	KECHAGIA LIA
Department / Function	EU PROJECTS COORDINATOR
Direct telephone number	+352 26293219
Direct e-mail address	Lia.kechagia@jeunes.lu
Short Description of the Company	<p>The main missions of the "Centre Information Jeunes" (youth information centre) are information and assistance. Our way of operating our information service and of organising our information projects relies on the philosophy stipulated by the ERYICA (European Youth Information and Counselling Agency) - International Charter of Youth Information. Our information service is open to all public. Everybody has the right to enter the centre without the trouble of a prior appointment. Information can be requested via phone, e-mail or by personally showing up at the centre. And all type of questions are received and dealt with the necessary seriousness. Furthermore the charter stipulates that the given information has to be correct, objective, updated and as complete as possible. So if</p>

	<p>the staff of the centre cannot immediately give a satisfying response, the question in concern is redirected to a more competent source in that domain. Our information service is divided in different thematic spaces, based on the demands we get. The most popular subjects are: the European Voluntary Service, low budget holidays, the EURO<26 card, cultural activities in the transnational region of Luxembourg, Belgium, France and Germany, working camps, linguistic courses, student jobs, job search, These thematic spaces always include different printed documentation exposed to the visitors. Young people looking for information can either freely consult that displayed material or they can ask concrete assistance from one of the educators working there.</p>
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PLACEMENT INFORMATION	
Department / Function	Translation
Description of activities	<p>We are currently seeking for a trainee to help us translate our websites and publications in German</p> <p>Key skills for translators :</p> <ul style="list-style-type: none"> • German mother tongue • Very good command of English and French • University education (background in Translations a plus) • Highly-motivated • Experience with information technologies (website management, content management system, MS Office package etc.)
Duration	6 months
Working hours / Weekly hours	6 per day / 30 per week
City	Luxembourg
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input checked="" type="checkbox"/> Yes under discussion <input type="checkbox"/> No
Other	

REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> German, English, French
Computer skills	Very good
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	