

Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

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EMPLOYER INFORMATION	
Name of organization	Kreativni center Poligon / Creative Centre Poligon
Address	Tobačna 5
Postal Code	1000
City	Ljubljana
Country	Slovenia
Telephone	38641227687
Fax	/
E-mail	marko@poligon.si
Website	http://www.poligon.si/en/
Number of employees	3
Year of foundation	2014
Contact person	Mr. Marko Orel
Department / Function	Co-founder & project manager
Direct telephone number	38641227687
Direct mobile	38641227687
Direct e-mail address	marko@poligon.si
Short Description of the Company	Poligon is a creative centre, established on grounds of the coworking work method and enhanced with very diverse additional content, specially designed for its full-time and part-time users. Poligon thus an autonomous platform and work space for non-profit and for-profit project development with an agenda to empower the self-employed.
Other	

PLACEMENT INFORMATION	
Department / Function	Hosting/Event Management
Description of activities	1. Participating in the daily work at Poligon; 2. Participating in the planning and execution of community events; 3. Participating in our various social activities; 4. Assisting in the administration and development of communication activities, social media and campaigns; 5. Assisting managing director and project manager.
Duration	6 months
Working hours / Weekly hours	6 / 30
City	Ljubljana
Help with finding Accommodation	Yes
Financial Contribution	No ()
Other	

LANGUAGE REQUIREMENTS ¹				
Language	Listening	Reading	Writing	Speaking
English	3	3	3	3
German				
French				
Italian				
Spanish				

¹ Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

ICT REQUIREMENTS	
requirement	Expertise level ²
Create documents of various types and save in a desired location	Intermediate level
Word processing - E.g. Microsoft Word: Write letters, reports etc	Intermediate level
Presentation software - E.g. Microsoft PowerPoint; make presentations, either directly using a computer screen or data projector. Publish in digital format via email or over the Internet	Intermediate level
Graphics software - E.g Adobe Photoshop and Illustrator; create and edit images such as logos, drawings or pictures for use in DTP, web sites or other publications	Basic level

OTHER REQUIREMENTS	
Driver's license	No
Other	

² ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level



CMEPIUS

Center RS za mobilnost
in evropske programe
izobraževanja in
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Program
Vseživljenjsko
učenje

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