



HELLENIC REPUBLIC
MINISTRY OF EDUCATION AND
RELIGIOUS AFFAIRS-----
STATE SCHOLARSHIPS FOUNDATION
(I.K.Y.)
DIRECTORATE FOR SPECIAL
PROGRAMMES
AND INTERNATIONAL
SCHOLARSHIPS
UNIT FOR EUROPEAN UNION
PROGRAMMES



Πρόγραμμα
δια βίου
μάθησης

ERASMUS Placement Offer Form

EMPLOYER INFORMATION	
Name of Organization	National Bank of Greece Insurance Brokers S.A.
Address	24, Poliklitou str & 23, Evripidou str
Postal Code	105 51
City	Athens
Country	Greece
Telephone	+30 210 3341000
Fax	+30 210 3341076
e-mail	HRstrategy978@nbg.gr
Website	http://www.nbg.gr
Number of Employees	5 (as of 31/3/2014)
Year of Foundation	2004
Contact Person	Zanni Polyxeni
Department/Function	NBG Group HR Strategy Division
Direct Telephone Number	+30 2103341403

PLACEMENT INFORMATION

Number of positions offered for student placement	2
In the Department/Function (where the position is offered)	NBG Insurance Brokers SA
Description of activities the student will be involved in	<ul style="list-style-type: none">• Premium Collections via telephone calls and correspondence (letters, e-mails etc) and customers' service concerning insurance policies• Administrative support for all other company's activities
Duration	12 months
Working Hours/Weekly Hours	37 hours / week Monday - Thursday: 7.5 hours Friday: 7 hours
City	Athens
Help with finding Accommodation	No
Financial Contribution	Yes: €400/month
Other - Estimated Commencement Date:	1/9/2014

REQUIREMENTS

Study Field	- Finance, banking, insurance - Economics
Oral and Written Language Skills	Greek (level: C2) English (level: B2)
Computer Skills	MS Office
Drivers license	No
Other - Additional Selection Criteria	Effective written and verbal communication skills , pleasant personality, speed, multitasking skills

Place, Athens

Date, 10/4/2014

Signature _____
