



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 Personnel Insurance Companies
Address	5, Emm. Benaki str
Postal Code	105 64
City	Athens
Country	Greece
Telephone	+30 210 3341000
Fax	+30 210 3341076
e-mail	HRstrategy978@nbg.gr
Website	http://www.aopete.gr http://www.nbg.gr
Number of Employees	50 (as of 31/3/2014)
Year of Foundation	1867
Contact Person	Zanni Polyxeni

Department/Function	NBG Group HR Strategy Division
Direct Telephone Number	+30 210 3341403
Direct Mobile	+30 6972996997
Direct e-mail address	zanni.polyxeni@nbg.gr
Short Description of the Company	<p>NBG Personnel Insurance Companies is a member of NBG Group and is involved with the provision of pension schemes (main and supplementary pensions) for the NBG Personnel.</p> <p>National Bank is one of the largest financial groups in Greece, with diversified activities in all key financial sectors. With total assets of €111 billion, NBG Group employs c. 37,600 staff in Greece and abroad.</p> <p>The domestic network is comprised of 540 branches and 1,396 ATMs. Outside Greece, NBG Group is active in 12 countries via 1,235 banking units. Activities are conducted through 9 subsidiary banks in Turkey, Bulgaria, Romania, F.Y.R.O.M., Serbia, Albania, Cyprus, South Africa and Malta. NBG also runs branches in Egypt and the U.K. and a representative office in Australia.</p> <p>NBG implements a corporate social responsibility program, highlighting its commitment to the community. Its contribution consists of a broad range of sponsorships and funding in the areas of culture, science and research, sports and the environment. The group holds the 148th place among the Top 1,000 banks in the world for 2013, according to <i>"The Banker-Financial Times"</i>.</p>
Other	

PLACEMENT INFORMATION	
Number of positions offered for student placement	2 (undergraduate students)
In the Department/Function (where the position is offered)	Accounting Department
Description of activities the student will be involved in	<ul style="list-style-type: none"> • Facilitation of actuarial reports' preparation • Processing and investigating - when necessary - applications and requests submitted by the fund members concerning their payroll data • Immediate extraction and processing of statistics
Duration	8 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 - Statistics - Mathematics
Oral and Written Language Skills	Greek (level: C2) English (level: C2)
Computer Skills	MS Office and at least one of the following: Power Builder, Dot Net, Visual Basic, SQL
Drivers license	No
Other	

Place, Athens

Date, 9/4/2014

Signature _____



Faint, illegible text at the top of the page, possibly a header or title.

Second section of faint, illegible text in the upper middle part of the page.

Third section of faint, illegible text in the lower middle part of the page.

Fourth section of faint, illegible text in the lower part of the page.

A handwritten signature or mark located in the lower right quadrant of the page.