



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  
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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	<a href="http://www.nbg.gr">http://www.nbg.gr</a>
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"><li>• Premium Collections via telephone calls and correspondence (letters, e-mails etc) and customers' service concerning insurance policies</li><li>• Administrative support for all other company's activities</li></ul>
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 \_\_\_\_\_  
