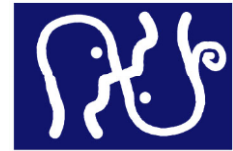


Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia
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CMEPIUS
Center RS za mobilnost
in evropske programe
izobraževanja in
usposabljanja

EMPLOYER INFORMATION	
Name of organization	Holiday houses in Slovenian Istria
Address	Truške 1b
Postal Code	6273
City	Marezige
Country	Slovenia
Telephone	38641248964
Fax	38656550431
E-mail	info@hiske.si
Website	www.hiske.si
Number of employees	1
Year of foundation	2006
Contact person	Mrs. Mateja Hrvatin Kozlovič
Department / Function	manager
Direct telephone number	
Direct mobile	38641248964
Direct e-mail address	info@hiske.si
Short Description of the Company	Holiday houses in Slovenian Istria - Rooms & apartments. We are a small family company and we offer accomodation for tourists on the landscape of Slovenian Istria. We are located 12 km from Koper which is the main city of the Slovenian coast. We offer 6 rooms, 2 apartments and 3 small houses.
Other	We are searching for a help as a replacement of maternity leave.

PLACEMENT INFORMATION	
Department / Function	assistant manager
Description of activities	- booking manager (preparing offers, answering mails ...) - Receiving guests - giving tourist information - Preparation of breakfasts - Service (cold & hot drinks) - Help preparing dinner - Easier cleaning work - Coordination with others who help in the pension

Duration	4 months
Working hours / Weekly hours	/ 40
City	Truške
Help with finding Accommodation	Yes
Financial Contribution	Yes (80)
Other	We offer a free accommodation, includes one meal per day, a free use of car. The amount of financial contribution will be higher during July and August.

LANGUAGE REQUIREMENTS¹				
Language	Listening	Reading	Writing	Speaking
English	2	2	2	3
German				
French				
Italian				
Spanish				
Slovenian - is not compulsory but it is an advantage	2	2	2	2
Polish - is not compulsory but it is an advantage	2	2	2	2

ICT REQUIREMENTS	
requirement	Expertise level ²
emails	Intermediate level
phones, text messaging	Intermediate level
social networking as FB	Intermediate level
general internet skills	Intermediate level

¹ Required language skills are rated from 1 to 3:

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

² ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level

OTHER REQUIREMENTS	
Driver's license	Yes
Other	<p>REQUIRED SKILLS: - Knowledge of English,Slovenian,Polish language - Communicative - Openness - Flexibility and adaptability - The joy of working with people - Basic computer skills</p> <p>WE OFFER: - Free accommodation and use of the private car - Getting to know people from all over Europe - Experience in the tourism sector - Summer spent in a different way</p> <p>If you have any other question please do not hesitate to write us.</p>