**The Intermediary Body**  
“Partners 4 Value” under the leadership of Lithuanian Confederation of Industrialists  
Contacts: Kristina Šlekienė, erasmuspraktika@cr.vu.lt

**The Receiving Organisation**  
Sanofi Latvia

**Short Information on Receiving Organisation’s Profile**  
www.sanofi.lv

### PROPOSED INTERNSHIP OVERVIEW

| Number of students for internship: | 1 |
| Preferred starting date/-s:       | To be agreed |
| Deadline for application:         | 9 May, 2014 |
| Duties, responsibilities and tasks of intern/-s: | **The work (Administrative Assistant):**  
  - Dealing with post  
  - Making sure that there is enough stationery  
  - Answering the telephone and passing on calls  
  - Reception duties such as greeting and looking after visitors  
  - Typing and setting up documents such as letters and reports  
  - Keeping records up to date, filing  
  - Using office equipment such as printers, photocopiers and fax machines  
  - Managing staff appointments  
  - Setting up meetings and taking minutes  
  - Making travel arrangements for staff.  
  
  **The work (Marketing Assistant):**  
  - Help to marketing and sales team  
  - Consolidation and making analysis of different marketing data and information  
  - Management of trips and local and abroad conferences and seminars.  

| Minimum study level:              | Last year of Bachelor degree / Master studies |
| Study Areas/Specialization:       | Business and Administration; Marketing or business-related degree |
| Desired Qualifications and Skills (Desired profile): |  
  - An organised approach and excellent time management skills  
  - Good communication skills  
  - Computer literacy and good typing skills  
  - A good level of English  
  - Accuracy and attention to detail  
  - The ability to use your own initiative but also know when matters need to be referred to a supervisor.  
  - Drive, motivation and initiative  
  - The ability to work under pressure and to deadlines |
| Duration of the Internship:       | 3 months (full-time) |
| Required documents to be sent to receiving Organisation: | CV  
  - Motivation Letter  
  - Transcript of academic records  
  
  **NOTE.** Documents should be sent by e-mail erasmuspraktika@cr.vu.lt |
| Comments:                         | Application process will have two stages:  
  1. Students will be selected at the University.  
  2. Students, who match with University’s requirements, will be passed to Lithuanian Confederation of Industrialists. |