



# LASVIT

## ERASMUS+ INTERNSHIP

Based in the Czech Republic and with branch sales offices worldwide. LASVIT is a manufacturer of unique works of glass, including bespoke lighting installations, glass artworks, and award-winning collections. Lasvit brings together authenticity of Bohemian glass with unique design, craftsmanship and innovative technologies.

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### Sales & Office Assistant London

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**Internship duration:** from September 2018 until January 2019

**Internship description:**

- / providing support to the Office Manager in a variety of admin and organizational tasks
- / dealing with incoming and outgoing mail, arranging shipments
- / organization of travel arrangements
- / preparation for client meetings
- / providing support to the Sales department on various projects and business development activities
- / working with the CRM system
- / communication with the headquarters and Lasvit offices abroad
- / various ad-hoc tasks depending on the experience and skills of the selected candidate

**We offer:**

- / opportunity of work in an inspiring environment of architecture, design, art and luxury products with the heritage of traditional Czech craft
- / training in the headquarters in Nový Bor and Prague prior to the

**Requirements:**

- / excellent knowledge of Czech/Slovak and English
- / interest in art and design
- / excellent communication and organization skills
- / proactive, independent, client-oriented
- / previous experience with office work / in a similar role is an advantage
- / user knowledge of MS Excel, PowerPoint and Outlook

- internship (including a training course in the glass factory)
- / monthly financial contribution above your Erasmus+ scholarship
- / paid public transportation pass
- / a two-way ticket to London



Please submit your CV in English and Czech and a cover letter in English.  
More about the company at [www.lasvit.com](http://www.lasvit.com)