



Wojewódzki Urząd Pracy w Warszawie



## JOB VACANCY

National ref. number<sup>i</sup>: stpr/13/6336



Job title ( <i>without abbreviations</i> ):	<b>Project Coordinator – digital marketing.</b>
ISCO code: ( <i>to be taken from EURES portal</i> )	2431
Job description / Scope of responsibilities:	<ul style="list-style-type: none"><li>• Overseeing the project management of web development</li><li>• Identifying risks, keeping documentation, status reporting,</li><li>• Coordinating work between departments involved in the project,</li><li>• Contact with suppliers and subcontractors,</li><li>• To be a contact point for customers,</li><li>• Providing trainings for the customers.</li></ul>
Number of posts:	4
Employment place – Country:	Poland, <b>8 month relocation to Germany – Munich</b>

### DETAILS OF JOB VACANCY DELIVERER

Status: ( <i>Employer / Temporary work agency / Recruitment agency</i> )	Recruitment agency
Name:	CPL JOBS Sp. z o.o.
Address:	Al. Jerozolimskie 81 02-001 Warszawa
Country:	Poland
Telephone (with country code):	+48 22 488 65 24
Fax:	+48 22 488 65 00
E-mail:	<a href="mailto:warsaw@cpljobs.pl">warsaw@cpljobs.pl</a>
Web site:	<a href="http://www.cpljobs.pl">www.cpljobs.pl</a>
Short description of business activity <sup>ii</sup> :	CPL is a recruitment company focused on helping the recruitment of permanent, temporary and contract workers, and personal counseling. We have a dedicated team of trained and experienced consultants who can offer you all personnel services according to individual needs. Our goal is to understand your needs and provide a solution that will most enhance your business. We operate in the IT, telecommunications, finance, banking, sales, marketing, HR and logistics. Our clients include blue chip companies in the IT, telecommunications, manufacturing, finance, and FMCG throughout Europe.

### PLACE OF WORK<sup>iii</sup>

Location: ( <i>headquarter / branch office / seat of the end Employer (in case of temporary agency work) / place where the employee will be posted / other – what kind</i> )	Branch office in Warsaw (8 month relocation to Germany – Munich)
Reason of posting the employee: ( <i>to be filled only in case place of work is not a headquarter / branch</i> )	Seat of the end employer

EURES (European Employment Services) is a co-operation network between the European Commission and the Public Employment Services of the EEA Member States and other partner organisations, that provides information, advice and recruitment services for the benefit of workers and employers wishing to benefit from the principle of the free movement of persons



office / seat of the end Employer (in case of temporary agency work)	
Company name:	
Address:	Warsaw
Country:	Poland

**REQUIREMENTS**

Education:	University degree	
Professional experience:	2 years at least	
Language knowledge	Language	Level
	1.Spanish or French	1.C1 – C2
	2. English	2. C1
Entitlements/Certificates/Licenses (i.e. driving license, etc.)	-	
Other relevant requirements:	Professional experience in digital marketing, project management	

**REMUNERATION AND EMPLOYMENT CONDITIONS**

Salary gross:	8000		
Salary net:	5640		
Salary currency:	PLN		
Salary period: (hourly/daily/weekly/monthly/annually/other)	monthly		
Bonuses:	-		
Extras provided (accommodation, meals, relocation costs, travel costs, etc.)	45 euro daily in during delegation in Germany Accommodation Flights (back flights to Poland twice a month)		
Name of the company the contract will be concluded with	CPL JOBS Sp. z o.o.		
Type of contract	Employment contract		
Job status (Full time / Part time job)	Full time		
Period of employment contract: (Indefinitely / Temporary)	indefinitely	If temporary – the expiry date of contract:	-
Number of hours per week:	40		
Shifts and work on days off:	-		
Starting date:	1.11.2013		
Other information:	-		

**HOW TO APPLY**

Documents required: (covering letter, CV, application form, etc.)	CV
Language of the documents that should be submitted:	English
Whom documents should be sent to:	Agency

*EURES (European Employment Services) is a co-operation network between the European Commission and the Public Employment Services of the EEA Member States and other partner organisations, that provides information, advice and recruitment services for the benefit of workers and employers wishing to benefit from the principle of the free movement of persons*



(Employer / EURES adviser)	
Where documents should be sent: (postal address, email address, fax number with country code, etc.)	<a href="mailto:natasza.balwierczak@cpljobs.pl">natasza.balwierczak@cpljobs.pl</a>
Contact details to EURES adviser or employer's representative: (name, address, phone, fax, email, etc.)	Mrs Natasza Balwierczak

**VALIDITY**

Publication date:	06.09.2013
Deadline for applications / Closing date:	30.11.2013

**We kindly inform, that we will contact selected candidates only.**

**IMPORTANT NOTE:**

- 1. The contract with the foreign employer will be concluded under the law of the country of employment. This means that all claims as regard the conditions included in the work contract, may be enforced only in the appropriate court of the country of employment. Public Employment Services (EURES) are not able to mediate nor represent an employee at the court of the country of employment in case of a dispute with an employer.*
- 2. Public Employment Services (EURES) is doing its best to ensure that job vacancies registered in local employment office are reliable and credible. It should be made clear that the job vacancy has been notified by a third party and EURES is not responsible for possible discrepancies between working conditions presented in this job vacancy and the conditions proposed by the potential employer.*
- 3. Public Employment Services (EURES) notify that all the personal data provided by the job seeker will be gathered, processed and presented by EURES to potential employers with respect to personal data protection.*

i  
ii  
iii