



Erasmus+



ERASMUS+ STUDENT PLACEMENT OFFER

Tallinn University of Technology

Unit	Department of Business Administration
Location	Tallinn, Akadeemia tee 3
Short Description of the Unit	Department of Business Administration deals with various aspects of business – entrepreneurship, knowledge and technology transfer, strategic management, marketing, supply chain management, accounting and performance management research and teaching
<u>Field of the internship</u>	<u>Communication specialist</u>
Tasks of the trainee	The number of English speaking staff is growing and also our potential clients who do not speak Estonian. For that our department has to offer more and more information in English, as well we have to communicate internally in two languages. We are looking for a person who could help to analyse the existing situation, best practices in our organisation and in other universities and propose some solutions (including preparing texts for webpage, and strategies for communication in future) through the eyes of the foreigner.
Financial or any other contribution	No
Duration	1-2 months. May and June in Spring and from 15 th of August in the Autumn Semester
Requirements for the trainee	Some knowledge in marketing, communication, information presentation, good command of English. Please send your Motivation Letter, Transcript of Records and English Certificate to kerti.sonmez@taltech.ee
Contact person in the Unit	Merli Reidolf – merli.reidolf@taltech.ee Deputy Director
Contact person for applying	Kerti Sönmez – Kerti.sonmez@taltech.ee Incoming Exchange Manager