

syncular.io

Syncing developers & Clients



Martin Jurcek

Managing Director

One of our ultimate principles at Synculario is to maximize career potential for talented and passionate students and to prepare them for their future job. During the year 2021, we expect to welcome here the very best talents from Europe in various departments, including marketing, sales and human resources. Best of them will get the possibility of a remote job after the internship. A big plus of this opportunity is funding from EU Erasmus Grant.



jurcek@syncular.io



Bianka Stullerova

Internship Project Manager

Since I was the very first intern in the company and was able to exceed their expectations at the same time, Synculario offered me a brand-new created role Project Coordinator and decided to offer an internship to more students in 2021. Challenging scope, understandable career path and amazing people - these are the things, why I went for it! Will you be another one?



 stullerova@syncular.io

Who we are

Synculario is a fast-growing IT outsourcing company, pairing up IT experts with clients, covering all areas of IT field including software & mobile development, infrastructure, project management and testing. Our parent's company is 26HOUSE, that implements ERP solutions for businesses.



Bratislava, Slovakia



Regions we cover

Our clients are based in Slovakia, Czechia and Austria.



What we offer to students

Our aim is to provide relevant opportunities and experience to international students; therefore, we offer the possibility to cooperate with an experts from several fields in an extremely growing IT industry. In addition, we offer the possibility of remote job offer after the internship.



What do we offer to you

- Inspiring environment and supportive supervisors
- Possibility to consult with experts from several field
- Informal work atmosphere, great and strong coffee, friendly young colleagues
- Personal development and skills improvement
- Help with applying for Erasmus+ grant
- Team buildings
- Workshops on regular basis



Internship opportunities



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yncing IT Experts & Clients

provide teams outsourcing and
of IT professionals.
ers & clients

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synculario **INTERNSHIP**

Managing Director Assistant

Are you interested in a managerial role in your future career? You have a chance to see how Synculario operates and assist the Managing Director with his duties.

SCOPE

- Acting as the first contact, organizing meetings and appointments
- Preparing important documents and updating records
- Handling and resolving any disputes within or in the relation to the program and department, in support of the MD
- Setting goals and devising new methods for improving and sustaining program or department activity
- Preparing materials for the staff meetings
- Observing the company's performance from a strategic perspective and presenting ideas of development to the upper level administrative or managerial departments
- Coordinating and overseeing the developments and their execution
- Planning of activities and special events related to the program
- Assisting in developing and implementing departmental budgets, goals, objective, policies, and procedures

REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Management, Human Resources, Psychology or any other related field
- Ability to work onsite in the office in Bratislava
- Relevant experience from the field is nice to have

SEND APPLICATION TO

Bianka Štullerová
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ABOUT SYNCULARIO

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We offer:

- Support with accommodation and relocation
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- Informal work atmosphere, great and strong coffee, and friendly young colleagues.
- Help with funding from Erasmus+ grant

Location: Bratislava, Slovakia

Language: English

Length: 3 – 6 months

INTERNSHIP

HR Support

Are you interested in gaining hands-on experience in HR and recruitment that will be useful for your future career? You have a chance to see how Synculario operates within the HR department and you can be part of that.

SCOPE

- Supporting human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information
- Substantiating applicants' skills by administering and scoring tests
- Welcoming new employees to the organization by conducting orientation
- Providing support to the Recruitment Team
- Sourcing relevant candidates through databases and social media
- Screening applications and helping with blind CVs preparation
- Communicating with potential candidates online and offline
- Organizing interviews with relevant candidates
- Maintaining quality service by following organization standards
- Working with internal CRM system Odoo and its database
- Administration support

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INTERNSHIP

Sales Support

Are you interested in broadening your experience in Sales that will be useful for your future career? You have a chance to be part of Synculario's highly skilled team under the supervision of senior Sales and Business development managers.

SCOPE

- Carry out market research, Slovak market
- Work with internal system Odoo CRM
- Identifying key decision-makers and search their contacts
- Review Finstat and check company's "health" and preparing for the selection
- Generating Leads
- Updating Odoo
- Preparing and sending prospecting communication
- Preparation of Blind CVs
- Continuous hiring research, daily scanning of vacancies for IT professionals
- Focus on LinkedIn and job scanning of ongoing vacancies
- Administrative support upon the request from the Sales department
- Offer help in preparation and provide the support for preparing customer offers
- Attending regular meetings - short summary updates EOB

REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail.
- Student of AP, Bachelor or Master Degree, preferably with a focus on Management, Marketing, Sales, Human Resources, Psychology or any other related field.
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INTERNSHIP

Graphic designer

Are you interested in helping to develop the company's image and visual communication?

SCOPE

- Researching design briefs and establishing requirements
- Scheduling projects
- Conceptualizing of visuals based on requirements
- Preparing rough drafts and presentation of ideas
- Development of illustrations, logos, and other designs using software or by hand
- Usage of appropriate colors and layouts for each graphic
- Working with copywriters and creative director to produce a final design
- Test graphics across various media
- Retouching designs after feedback
- Ensuring final graphics and layouts are visually appealing and in accordance with the brand

REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Multimedia design, web design, or any other graphic related field.
- Ability to work onsite in the office in Bratislava
- Relevant experience from the field
- Creative and openminded
- Willing to learn and develop your skills

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synculario **INTERNSHIP** Digital Marketing Specialist

Would you like to participate on creating Synculario's digital identity & communication?

SCOPE

- Creates marketing and social media campaigns and strategies
- Ensures brand consistency in marketing and social media messages by working with various company department members, including advertising, product development, and brand management
- Collects customer data and interactions and visits, plus uses this information to create comprehensive reports and improve future marketing strategies and campaigns
- Reports progress to the marketing management
- Grows and expands company social media presence into new social media platforms, plus increases presence on existing platforms including Facebook, LinkedIn, and Instagram
- Researches and monitors the activity of company competitors
- Creates and distributes engaging written or graphic content in the form of e-newsletters, web page, and blog content, or social media messages

REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Marketing Management, International sales
- Ability to work onsite in the office in Bratislava
- Relevant experience from the field
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INTERNSHIP

Content Creator/SEO specialist

Do you like writing and are you creative and analytic type at the same time? Be our content creator and help us to grow by optimizing our SEO.

SCOPE

- Writing, reviewing, editing, and updating content for company websites, blogs, marketing materials, and similar platforms
- Conducting research and interviews to learn more about current trends, developments, and perceptions about the subject matter, and then contextualizing your findings
- Assisting the creative team with the design of promotional materials
- Performing keyword research
- Performing on-page SEO optimizations
- Collaborate with others within the marketing department to manage SEO strategy
- Write compelling and high-quality website content, including blog posts and page descriptions
- Update content and website links for maximum optimization and search engine ranking
- Develop optimization strategies that increase the company's search engine results rankings
- Research SEO keywords to use throughout the company's website and marketing materials
- Set measurable goals that demonstrate improvement in marketing efforts

REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Marketing Management, International Sales, Journalist or any other related fields.
- Ability to work onsite in the office in Bratislava
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LEADERSHIP ACADEMY

Marketing Project Coordinator

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Internship Project Manager
stullerova@syncular.io

ABOUT THE POSITION

Our Internship Program allows talented students, who apply for any of our internship positions to have a chance of a great opportunity to participate in the Online Assessment Center (AC), where a "winner" will be chosen. The winner will get the position of Marketing Project Coordinator.

This program gives you a fantastic chance to see how the company works from a strategic point of view and participate in various tasks within the Marketing Department.

On top of that, you will be coordinating a team of other Interns within the Marketing Department. You will be working very closely with Marketing Lead, Recruitment Lead, and facing the challenges from the Managing Director.

- Do you think you have the natural talent to lead people?
- Do you like to face challenges?
- Do you like being pushed to the edge?
- Are you self-motivated?
- Want to have an opportunity to be a leader at your internship?

Give it a chance and sign-up for the AC, where you will be facing other skilled students, complicated tasks, and tricky situations that our team has prepared for you.

You might not win, but you will get useful experience by participating in the AC.

REQUIREMENTS

- Strong commitment to excellence
- Interest in professional growth
- Outstanding performance
- Excellent written and verbal communications skills
- Team player with the ability and willingness to multitask and help other team members as required
- Strong project management and organizational skills
- Take on ad-hoc projects as needed
- Stress handling and ability to work under the pressure

YOUR TASKS

- Planning and distributing tasks
- Leading interns to fulfill the tasks
- Planning and organizing regular meetings
- Coming up with ideas for improvements
- Setting up goals, making sure of the progress
- Motivating interns and tracking performance
- Planning teambuilding activities



Our interns from UCL - University College Denmark



Laura Mahrikova

#contentcreator

in



Regina
Becs

#brandawareness

in



Diana Grace
Abrenica

#marketingresearch

in



Justine Eunice
Valerio

#contentwriter

in



Stefan Zales

#sales

in



Danas Kuzminas

#digitalmarketing

in

Our Interns from BAAA - Business Academy Aarhus



Antonia Dobos

#brandstrategy



**Sebastian
Procz**

#graphicdesign



Our Interns from UCN - University College Nordjylland



**Sabrina
Dubovska**

#SoMe



Adam Funtali

#dataanalyst



Kristina Arbetova

#recruitment



Our Interns from IBA – International Business Academy Kolding



David Klic

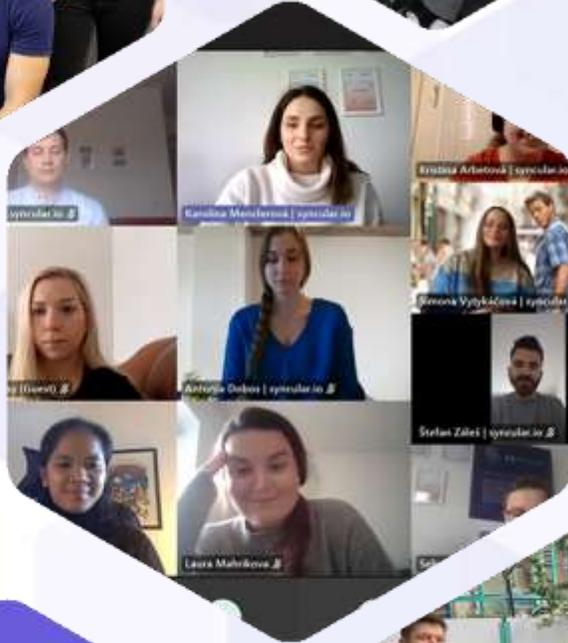
#sales



**Karolina
Menclerova**

#marketingproject





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