



Образовни Центар EQUILIBRIO, iz Beograda, www.equilibrio.rs

raspisuje

KONKURS ZA PROFESORA NEMAČKOG, NORVEŠKOG I RUSKOG JEZIKA

Javite nam se, ukoliko ste osoba koja:

- je tačna i precizna u radu
- dobro organizuje vreme i više različitih obaveza koje ima
- ne boji se ozbiljnog rada
- funkcioniše dobro u timu mladih ljudi
- je odlično informisana o sistemu visokog obrazovanja, obuci i usavršavanju tokom celog života

Mi Vam nudimo:

- rad u timu mladih profesionalaca i u atmosferi vođenoj optimizmom
- mogućnost usavršavanja i usmeravanja u skladu sa vašim radom i potencijalom

Uslovi za kandidate:

- diplomirani profesor nemačkog, norveškog ili ruskog jezika
- najmanje godinu dana radnog iskustva

Potrebna dokumenta:

- CV (u formatu doc.)
- fotografija (insertovana u CV)
- motivaciono pismo

Prijave sa nekompletnom dokumentacijom neće biti uzimane u obzir.

Napominjemo da će biti kontaktirani samo oni kandidati koji uđu u uži izbor.

Prijavu je potrebno poslati na hr-posao@equilibrio.rs

Konkurs je otvoren do 15. februara 2012. godine.



Образовни Centar EQUILIBRIO, iz Beograda, www.equilibrio.rs

raspisuje
KONKURS ZA PROFESORA ENGLESKOG JEZIKA

Mi Va Javite nam se, ukoliko ste osoba koja:

- je tačna i precizna u radu
- dobro organizuje vreme i više različitih obaveza koje ima
- ne boji se ozbiljnog rada
- funkcioniše dobro u timu mladih ljudi
- je odlično informisana o sistemu visokog obrazovanja, obuci i usavršavanju tokom celog života

mi nudimo:

- rad u timu mladih profesionalaca i u atmosferi vođenoj optimizmom
- mogućnost usavršavanja i usmeravanja u skladu sa vašim radom i potencijalom

Uslovi za kandidate:

- diplomirani profesor engleskog jezika
- najmanje godinu dana radnog iskustva u držanju kurseva poslovnog engleskog jezika

Potrebna dokumenta:

- CV (u formatu doc.)
- fotografija (insertovana u CV)
- motivaciono pismo

Prijave sa nekompletnom dokumentacijom neće biti uzimane u obzir.

Napominjemo da će biti kontaktirani samo oni kandidati koji uđu u uži izbor.

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LeitnerLeitner Consulting d.o.o. is looking for a **Secretary**

Job description:

- Client Relationship Management
- Prepare written communication based on -professional department needs
- Plan, organize and participate at meetings within the company
- Office supply management
- Travel management
- Receive clients and client calls
- Organization of internal and client events
- Holiday Back-up for Office Manager

Requirements:

- German language is an asset
- Proficiency in written and spoken English
- Studies in foreign languages (German or English) or Economics is an asset
- PC knowledge: MS Office, Outlook, Internet
- Abilities to communicate and to assure the flow of information

Interested candidates should send their applications (cover letter and CV) to
Office.belgrade@leitnerleitner.com
in cc of the mail: saradnja@razvojkarijere.bg.ac.rs

Deadline for application: 15.02.2012.

For five years of operation in Serbia we achieved great success, gained the Customer's trust and that's why the UNIQA family is constantly growing and developing. Our success is based upon qualities of our employees and for this reason we invest in their development. We offer professional challenges, opportunity to get further education and a dynamic and responsible job. Now, we want to strengthen our team with:

JUNIOR ASSOCIATE FOR REINSURANCE

**within Department for Actuarial Services and Reinsurance
located in Belgrade**

15.300.000 contracts

7.400.000 satisfied clients

22.000 loyal associates

1.800 branches all over Europe

150 years of tradition

21 countries

+ ∞ challenges

- Involvement in placing and implementation of reinsurance contracts and implementation of coinsurance contracts
- Registration of risks and claims in reinsurance in accordance with reinsurance and coinsurance contracts and creating reports regarding registered risks and claims accordingly
- Drafting and controlling premium invoices and calculation of claims
- Preparing reports for external regulatory bodies, as well as, other needed reports in the scope of work
- Coordination and cooperation with internal and external audit
- Administration of reinsured and coinsured risks
- Preparing various analysis relevant for further development of reinsurance and coinsurance programs

We are offering:

- professional challenges, dynamic, creative and responsible job
- working with top professionals in an international Company
- UNIQA energy and stimulating working environment
- exciting career development in one of the most perspective businesses
- operating according to European business standards

This is UNIQA.

Requirements:

- University degree in economy / technical field (Faculty of Mechanical engineering, Faculty of Civil Engineering, Faculty of Economics) – recently graduated (max 2 years)
- Statistics major or additional education and / or experience in the statistical calculations
- Advanced user of MS Office Package
- Strong command of English is must (oral & written)

www.uniqars.rs

Profile:

- Precise with pronounced analytical skills
- Well organized and systematic
- Innovative and solution oriented in thinking
- Readiness for further learning
- Ability to multitask while meeting deadlines
- Committed with strong interest in statistic and insurance

If you meet above listed requirements and you want to work within one of leading insurance Companies in Europe we invite you to take a challenge and join our successful team.

Applications (resume with cover letter) should be submitted to the following e-mail address: hr@uniquars.rs no later than 6th of February, 2012. (Subject: Junior Associate for reinsurance).

We thank all candidates for their interest, however only short-listed applicants will be contacted.