

COMPANY	POSITION	DESCRIPTION	DESIRED SCIENTIFIC FIELD	DESIRED UNIVERSITY
ALPHA BANK AD	Risk Management Division – 2 trainees	<ul style="list-style-type: none"> Participate in everyday activities within the organisational part Provide operational and administrative support to the staff 	Economics, finance, mathematics	Faculty of Economics, Faculty of Organisational Science, Faculty of Natural Science/Mathematics
	Information Technology Department – 2 trainees	<ul style="list-style-type: none"> Participate in everyday activities within the organisational part Provide operational and administrative support to the staff 	IT	Faculty of Organisational Science, Faculty of Natural Science, Faculty of Electrical Engineering/IT
	Information Security Department – 1 trainee	<ul style="list-style-type: none"> Participate in everyday activities within the organisational part Provide operational and administrative support to the staff 	IT	Faculty of Organisational Science, Faculty of Natural Science, Faculty of Electrical Engineering/IT
	Retail Credit Department – 3 trainees	<ul style="list-style-type: none"> Participate in everyday activities within the organisational part Provide operational and administrative support to the staff 	Economy, banking and finance	Faculty of Economics
	Corporate Financing Division – 4 trainees	<ul style="list-style-type: none"> Participate in everyday activities within the organisational part Provide operational and administrative support to the staff 	Economy, banking and finance	Faculty of Economics
	Branch Network Division – 2 trainees	<ul style="list-style-type: none"> Participate in everyday activities within the organisational part Provide operational and administrative support to the staff 	Economy, banking and finance	Faculty of Economics
	Compliance Department – 1 trainee	<ul style="list-style-type: none"> Participate in everyday activities within the organisational part Provide operational and administrative support to the staff 	Economy, Legal	Faculty of Economics, Faculty of Law
AUTOTEHNIKA (HERTZ)	Financial analyst – 1 trainee	<ul style="list-style-type: none"> Preparation of monthly business reports Preparation of various analytical reports Internal revision of documents and processes 	Economy, Organizational science, Mathematics	Economy, Organizational science, Mathematics
	Sales and marketing assistant – 1 trainee	<ul style="list-style-type: none"> following up the instructions of the sales manager and key account managers participation in creating and executing sales calls participation in organizing the documentation for LTR sales offers and acceptances participation in organizing the files and documentation for monitoring the results of sales and LTR customers participation in following up and updating LTR system files 	Economy, Organizational science,	Economy, Organizational science,
CHIPITA YU	Business Analyst Assistant – 1 trainee	<ul style="list-style-type: none"> Due to specific organization within the company of only 4 employees, we would need trainees who would assist at steps of our business, from import of goods, accounting processes and various business analyses at the end and through out of the trading process. Foreign trade / Import activities Accounting processes – SAP Trade marketing Analyses Business Analysis/valuation 	Economy	Faculty of Economics, FOS
EUROBANK AD	Saradnik u službi za odnose sa klijentima – 1 trainee	<ul style="list-style-type: none"> Prilagodavanje i obradu poslovanja sa klijentima koje stignu u Banku kroz aplikaciju, putem ili onlajn Komunikacija sa organizacijom delovima Banke u rešavanju uobičajenih zahteva klijenata Administrativni i tehnički rad na zahtevima klijenata Učestvovanje u aktivnostima brige o klijentima (konstak sa klijentima) Ostali drugi zadaci po nalogu nadležnog rukovodilca 	Economy	Faculty of Economics
	Saradnik za pružanje usluga korporativnim klijentima – 1 trainee	<ul style="list-style-type: none"> Prima naloge od klijenata za kreditnu liniju Konkretna sektor sredstva i kreditni uslovi za kreditnu liniju (da li se radi o kreditovanoj klijentima koji imaju preferencijalne uslove) Organizuje primanje naloga za plaćanje i izvršava klijenta kako da ih popune Prima i proverava da li su dostavljeni potrebni dokumenti Saje primljene naloge (bez sistemski izdatku) na realizaciju Odlučuje postovne podatke poslovanja sa pravim kolima i obrade podataka klijenata Prati izvršenje plaćanja i vodi računa da je klijent primio SWIFT poruku Ostava identifikacione brojeve klijenata i računa Prima zahtev novih klijenata za otvaranje računa i klijentu pojašnjava proceduru otvaranja računa Prima relevantna dokumenta, proverava njihovu tačnost, i uočava klijenta koje kolekcija treba da se izvrši Organizuje primanje od strane klijenta koji su neopredeljeni za otvaranje novog računa Procenjuje kompletnost dokumentacije za otvaranje računa nadležnog službenika za otvaranje računa klijenata, koji nije određeno za otvaranje identifikacionog broja, nakon čega se izdava izjava ekscipitarna zahteva otvaranje identifikacionog broja i otvaranje računa Daje podršku saradnicima i Služi za poslove sa Velikom klijentima i Služi za poslove sa malim i srednjim preduzećima u cilju obezbeđivanja podrške poslovanju aktivnostima klijenata Iskazuje standarde i uobičajene pravilne na zahtev klijenta u skladu sa procedurama banke Klijentu daje informacije o uslugama koje pruža banka Vodi računa da klijent dobije profesionalnu uslugu u skladu sa standardima banke 	Economy	Faculty of Economics
	Saradnik za kontrolu operativnih rizika – 1 trainee	<ul style="list-style-type: none"> Procedura ekscipitarna vezano za osnovne operativne rizike za oba operativna rizika Pracenje nadležnih koronovnih slučajeva Sporovi sistemsku kontrolu Provera novosti iz Banke klijentima i pružanje podrške poslovanju klijenata u cilju rešavanja istih Ostava specifičnih u vezi sa operativnim rizicima Iskazuje rukovodstvo sektora na događaje koji izdaju operativni rizik Sporovi kontrola ekscipitarna Procedura ekscipitarna u konkretnim merama protivno kontrolu od strane sektora analitičke revizije Pracenje koronovnih mera vezanih za natz unutrašnje revizije Ostali drugi zadaci po nalogu nadležnog rukovodilca 	Economy	Faculty of Economics
EUROFAST GLOGAL DOO	Administration Assistant – 1 trainee	<ul style="list-style-type: none"> Maintain front desk security and security access lists Answer, screen and forward telephone calls, take messages, schedule appointments Receiving and forwarding post by maintaining a mail register Welcoming clients and directing them to the appropriate contacts Providing logistical support to the colleagues in other departments Perform other clerical duties. Translation (written and oral) Assist in organizing campaigns and events Assisting in maintaining the database Representing company in various marketing activities and corporate events 	Knowledge of German or Italian language	Faculty of Philology, Faculty of organizational Science
"CRVENKA" FABRIKA ŠEĆERA AD, CRVENKA	Production department trainee – 2 trainees	<ul style="list-style-type: none"> Participates in the organization, machinery and equipment maintenance in the manufacturing plant within the factory Participates in assembly and execution and procurement of spare parts Participates in preparation of technical documentation Participates in keeping records of maintenance Identifying failures and monitoring service interventions 	Mechanical Engineering	University of Novi Sad – Faculty of Technical Sciences
	Finance department trainee – 2 trainees	<ul style="list-style-type: none"> Work on the accounting and payment transactions Preparation of reports Monitoring economic situation/conditions If necessary, take on other tasks in the financial sector at the order of the Manager of the department and in accordance with qualifications, knowledge and skills 	Finance	University of Novi Sad – Faculty of Economics in Subotica/Novi Sad
	Agricultural department trainee – 2 trainees	<ul style="list-style-type: none"> Participates in all the activities in relation to sugar beet production technology Field visits and inspection of crops Providing expert advice to producers Participation in organization of harvesting, storage and delivery of beet to the factory 	Agriculture	University of Novi Sad – Faculty of Agriculture

	Production department trainee – 2 trainees	<ul style="list-style-type: none"> * Participates in the organization and management of repair work in the pre-campaign period * Participates in issuing the work order for work execution * Participates in keeping records of prescribed records 	Technology	University of Novi Sad – Faculty of Technology
AD JUNIOR	Sales officer – 1 trainee	Correspondence with clients, partners; Assistance in selling arrangements. Booking files, making reservations, working in reservation software).	Tourism	Faculty of Geography

INTELLI DOO	Junior Business Analyst – 1 trainee	<ul style="list-style-type: none"> Participates in analysis for IT projects Prepares documentation for project requirements Participates in solution design Prepares solution testing scenarios Participates in solution testing Participates in project's operational activities Follows corporate business procedures 	Information Technology	Technology and Engineering Sciences – School of Electrical Engineering
	Junior Software Developer – 1 trainee	<ul style="list-style-type: none"> Participates in analysis for IT projects Participates in solution design Receives training in corporate technologies Undertakes specific modules for implementation in different levels (presentation, application, backend) Performs integrity checks Performs system integration and user testing Participates in solution testing and resolves issues Participates in project's operational activities Follows corporate business procedures 	Information Technology	Technology and Engineering Sciences – School of Electrical Engineering
	Junior Support Engineer – 1 trainee	<ul style="list-style-type: none"> Participates in analysis for IT projects Participates in solution design Prepares solution's architecture Participates in system installation and configuration Performs system integration tests Supports solution testing Participates in operational support activities Follows corporate business procedures 	Information Technology	Technology and Engineering Sciences – School of Electrical Engineering
METROPOL PALACE	Supervizor odeljenja domacinstva – 5 trainees	<p>Ponude domaćini hotela oko raspodele zadataka sobaricama na danom danu</p> <p>Daje uputstva, vrši nadzor i izvršavanje usluga koje mora biti na nivou kategorije hotela</p> <p>Kontrolise čistoću, higijenu i ispravnost svih sredstva, posebno u sistemima kao i zadovoljnost standarda u sobama</p> <p>Ponude domaćini hotela oko organizacije rada, čistoće u svim prostorijama hotela i oko hotela šaržuje sa tehničkim službom i ostalim službama u okviru hotela</p> <p>Brine o čistoći postelje i veša i ostalom tekstilu u okviru domaćinstva</p>	Hospitality, social science	Social sciences and humanities, medical sciences
	Odeljenje recepcije – 5 trainees	<p>Ponuda se profesionalno u svakom trenutku, obrađujući visoke standarde kompanije</p> <p>Ljubavno pozdravlja goste i pruža najbolju moguću uslugu</p> <p>Bavi se svim zahtevima na profesionalni i ltvu način (kroz putem telefona i e-maila)</p> <p>Kursovi usiljene promocije i hotela, cene, pruža informaciju gostu i potiče prodaju sredstava</p> <p>Ispravlja sve razume želje gostiju kako bi se obezbedilo njihovu udobnost, zadovoljstvo i sigurnost kapaciteta.</p> <p>Prilici ostan bih koju tehnicki neproizvodit finjskim menadžeruljkujući naneseti i svu zopama</p> <p>Obezbediti bezbedije po zahtevu za domacinstvo i menadžment</p> <p>Biti spreman za evaluaciju u sklopu višenodnog stanja</p> <p>Ostaviti sve rezervacije, ponuditi potrebne informacije, služ hot-aihos, u skladu sa politikom kompanije</p> <p>Uvek se pridržavati svih pravila i procedura kompanije</p> <p>Prijemu gostiju</p> <p>Održava gostiju</p> <p>Jašina i specifične predaje anene mora da se sudi na potobu na kraju svake anene</p> <p>Grad odnos sa gostima</p>	Hospitality, social science	Social sciences and humanities, medical sciences
	Marketing - 1 trainee	<p>Sprovođenje marketing kampanja i drugih promotivnih aktivnosti</p> <p>Odgovornost za postavljanje unapred postavljenog cilja ciljeva</p> <p>Komunicira sa medijima i kreativnim agencijama</p> <p>Komunicira sa potencijalnim partnerima</p> <p>Ostava saradnja sa ostalim odeljenjima hotela a posebno sa odeljenjem prodaje</p> <p>Ostava finjski opštar administrativni kao i usluge koje naš hotel imala dobar odjek kod potencijalnih klijenata, a za ovaj cilj me postat prodaje i dobar imidž hotela</p> <p>Ispravlja, održava i kampanje reaktivne ištine</p> <p>Organizuje događaje i promocije</p> <p>Raduje i štite konkurenciju</p> <p>Formiranje marketing menadžera za hotelska proizvode i usluge</p>		
PALO TECHNOLOGIES DOO	Public Relations and Marketing – 1 trainee	She/he will responsible for all public relations activities of the company including Press releases, participation in conferences and events, visits to important clients	Public relations or Marketing	Communication and media, Marketing—social sciences
	Software Developer – 1 trainee	She/he will responsible for small developing projects in Serbia and in Greece. Big data, text mining, sentiment analysis and Content management systems are our business	Software engineering /technology	Technology and engineering sciences
PIRAEUS BANK AD	Credit Risk assistant – 1 trainee	<p>Providing administrative support to Bank Retail Risk department, especially following</p> <ul style="list-style-type: none"> Documentation and phone verification of clients data (who applied for some loan product) Checking of active mortgage loan files from archive and input of missing data in the system for the MIS reporting needs Scanning and archiving of approved applications Input of mortgage loan applications and accepted MIS-Bank models for loan refinancing/restructuring on MROSK web portal <p>During the training student will understand complex process and documentation necessary for Retail loan products approval.</p>		Faculty of Economics
	HR assistant – 1 trainee	<p>Providing administrative support to HR department, especially following</p> <ul style="list-style-type: none"> Checking of active mortgage loan files from archive and input of missing data Scanning and archiving some documents 		Faculty of Economics
	Legal assistant – 1 trainee	<p>Providing services for Corporate Governance Unit, as following</p> <ul style="list-style-type: none"> Preparation of Tals with all decisions passed by bank's bodies (for the previous years) Board of Directors, Shareholders Assembly, Executive Board Scanning of Meeting Minutes from the bank's bodies 		Faculty of Law
	Collection assistant – 3 trainees	<ul style="list-style-type: none"> Sorting and filing correspondence with clients Sorting and filing returned Administrative Bans (correspondence with clients' employees) Checking reasons for not activated Administrative Bans Informing clients about due obligations (phone correspondence with clients) 		Faculty of Economics
V+O COMMUNICATIONS LTD DOO		Marketing, public relations, writing press releases, organizing events, etc.		Faculty of Economics, Faculty of Political Sciences
VOJVODJANSKA BANKA AD	Retail Products Trainee – 3 trainees	<ul style="list-style-type: none"> Monitoring sales performance of each product through regular reports Monitoring the current offers in the market Updating the data on product characteristics, i.e. price, product description, product characteristics, relevant documentation Participating in the development of products Responsibility for the neat filing and archiving of documentation <p>During the trainee program, students will become familiar with the range of products that the Bank offers, specific characteristics of the product and advantages compared to the market, process of product development, etc.</p>	Social Sciences and Humanities	Economy
	IT Trainee - 2 Trainees	<ul style="list-style-type: none"> Installing and maintaining PC equipment Diagnosing malfunctions that occur in the hardware and system software performances Monitoring the development of hardware and system software Measuring performances of the system and setting the parameters with the purpose of optimizing the performances of the system Cooperating with helpdesk in resolving the problems that occur in the system <p>During the trainee program, students will become familiar with the IT operations in the Bank, provision of technical and operational support to clients and staff in which IT, i.e. technical and operational segments of IT, contributes to the better performance of the company.</p>	Technology and Engineering Sciences	Faculty of Mathematics, School of Electrical Engineering, Faculty of Organizational Sciences

	Customer Care Trainee - 5 Trainees	<ul style="list-style-type: none"> • Communicating with customers, both existing and potential ones, in order to inform them about the current offer of the Bank • Recording complaints of customers, forwarding them to relevant units and monitoring their settlement <p>During the trainee program, students will become familiar with the organization of the Bank, duties performed by different units, they will gain knowledge of the full range of products and services that the Bank offers. They will gain customer care skills and learn about the Branch Network organization and operations.</p>	Social Sciences and Humanities	Economy
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