

# Placement Offer Form

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia  
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| EMPLOYER INFORMATION             |  |
|----------------------------------|--|
| Name of organization             | Kreativni center Poligon / Creative Centre Poligon   |
| Address                          | Tobačna 5  |
| Postal Code                      | 1000   |
| City                             | Ljubljana  |
| Country                          | Slovenia   |
| Telephone                        | 38641227687  |
| Fax                              | /  |
| E-mail                           | marko@poligon.si   |
| Website                          | <a href="http://www.poligon.si/en/">http://www.poligon.si/en/</a>  |
| Number of employees              | 3  |
| Year of foundation               | 2014   |
| Contact person                   | Mr. Marko Orel   |
| Department / Function            | Co-founder & project manager   |
| Direct telephone number          | 38641227687  |
| Direct mobile                    | 38641227687  |
| Direct e-mail address            | marko@poligon.si   |
| Short Description of the Company | Poligon is a creative centre, established on grounds of the coworking work method and enhanced with very diverse additional content, specially designed for its full-time and part-time users. Poligon thus an autonomous platform and work space for non-profit and for-profit project development with an agenda to empower the self-employed. |
| Other                            |  |



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| <b>PLACEMENT INFORMATION</b>    |   |
|---------------------------------|---|
| Department / Function           | Hosting/Event Management  |
| Description of activities       | 1. Participating in the daily work at Poligon; 2. Participating in the planning and execution of community events; 3. Participating in our various social activities; 4. Assisting in the administration and development of communication activities, social media and campaigns; 5. Assisting managing director and project manager. |
| Duration                        | 6 months  |
| Working hours / Weekly hours    | 6 / 30  |
| City                            | Ljubljana   |
| Help with finding Accommodation | Yes   |
| Financial Contribution          | No ()   |
| Other                           |   |

| <b>LANGUAGE REQUIREMENTS<sup>1</sup></b> |           |         |         |          |
|--|-----------|---------|---------|----------|
| Language                                 | Listening | Reading | Writing | Speaking |
| English                                  | 3         | 3       | 3       | 3        |
| German                                   |           |         |         |          |
| French                                   |           |         |         |          |
| Italian                                  |           |         |         |          |
| Spanish                                  |           |         |         |          |
|  |           |         |         |          |
|  |           |         |         |          |
|  |           |         |         |          |

<sup>1</sup> Required language skills are rated from 1 to 3:

- 1 - basic level
- 2 - intermediate level
- 3 - proficient level

| ICT REQUIREMENTS   |                              |
|--|------------------------------|
| requirement  | Expertise level <sup>2</sup> |
| Create documents of various types and save in a desired location   | Intermediate level           |
| Word processing - E.g. Microsoft Word: Write letters, reports etc  | Intermediate level           |
| Presentation software - E.g. Microsoft PowerPoint; make presentations, either directly using a computer screen or data projector. Publish in digital format via email or over the Internet | Intermediate level           |
| Graphics software - E.g. Adobe Photoshop and Illustrator; create and edit images such as logos, drawings or pictures for use in DTP, web sites or other publications                       | Basic level                  |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |

| OTHER REQUIREMENTS |    |
|--------------------|----|
| Driver's license   | No |
| Other              |    |

<sup>2</sup> ICT skills are rated with 3 levels of expertise:

- Basic level
- Intermediate level
- Proficient level



**CMEPIUS**

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in evropske programe  
izobraževanja in  
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Program  
Vseživljenjsko  
učenje

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