

Erasmus Student Work Placement Cyprus Trading Corporation Plc:

EMPLOYER INFORMATION	
Name of organisation/company	Cyprus Trading Corporation Plc
Full address inc post code	P.O Box 21744, 1590 Nicosia, Cyprus
Telephone	+35722740300
Fax	+35722485385
E-mail	ctchrd@ctcgroup.com
Website	www.ctcgroup.com
Number of employees	500
Short description of the company	<p>Cyprus Trading Corporation Plc (CTC) is a public company listed on the Cyprus Stock Exchange, with N.K. Shacolas (Holdings) Ltd being its major shareholder. CTC is regarded as the biggest commercial organisation in Cyprus. Its diverse operations, an important factor in the company's growth, are spread over six main business sectors:</p> <p>Distribution & Logistics of branded fast moving consumer goods, luxury cosmetics and fragrances.</p> <p>Retail of fashion, DIY goods, home appliances, building products. CTC is also a key partner in the management of the island's airport retail and food and beverage operations.</p> <p>Automotive trading in saloon, commercial vehicles and heavy machinery.</p> <p>Property development and management of major projects like retail outlets, shopping malls, golf courses.</p> <p>Telecommunications services and products, including mobile telephony as provided by one of the two Operators in Cyprus.</p> <p>Infrastructure projects, such as the 25-year contract (until 2031) with the Cyprus government for building and operating, with international strategic partners, Larnaka and Pafos airports, with the BOT method (Build, Operate, Transfer).</p> <p>Despite the diversity of activities, one of CTC's strengths is the ability to remain focused on each category of products and services. Through our structure and systems, we empower autonomous, fully focused teams of skilled professionals who passionately pursue their objectives.</p> <p>Reflecting consumer preferences, we aim to offer the best possible service to our customers and suppliers in a spirit of partnership. Our portfolio includes many multinational suppliers with famous quality brands. A number of these brands are in the top three market category positions in Cyprus.</p> <p>Strategic alliances formed to draw on the expertise and strength of all parties involved, enable us to make the most of new business opportunities and provide new products and services to customers.</p> <p>Driven by our vision, which determines our goals, and guided by our code of</p>

	business conduct, we are committed to continuous growth and success.
CONTACT DETAILS	
Contact person for this placement	Chrysanthi Danou
Department and designation / job title	Human Resources Manager
Direct telephone number	+35722740323
E-mail address	Chrysanthi.d@ctcgroup.com
Application Procedure	
Who to apply to (including contact details)	Please email a European CV and personal statement to ctchrd@ctcgroup.com before the deadline.
Deadline for applications	End of October 2012
Application process	Applicants will be informed of the outcome by end of December 2012
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	
Description of activities	<p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> - Proficient writing, understanding and speaking English and French. If the candidate can speak Greek that's even better, but is not mandatory. - Excellent communication and organisational skills - Prefer to study business/management/marketing <p><u>Info on the Project to be involved in</u></p> <p>The candidate will provide support to one of the companies of the Group, which imports and distributes luxury cosmetics and fragrances in Cyprus. He/She will be involved in forecasting for ordering, marketing activities, reporting etc.</p>
Location	Nicosia Cyprus
Start Date	Whenever candidate available, preferably October 2012
Duration	Preferably 12 months, but 6 months will also be sufficient.
Working hours per week	Flexible: (at least 30 hrs per week)
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided

	<input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	No financial support will be provided
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Proficient writing, understanding and speaking English and French. If the candidate can speak Greek that's even better, but is not mandatory.
Computer skills and level of skills required	Experienced with Microsoft Office 2010 and more specifically Excel, PowerPoint and Word.
Drivers license	Not necessary for the job, but important for transportation in Cyprus.
Other	

INFORMATION PROVIDED BY

Name	Chrysanthi Danou
Department / Function	Human Resources Manager
E-mail address	Chrysanthi.d@ctcgroup.com
Phone number(s)	+35722740323 or +35722741217
Date	13 August 2012