



Erasmus+ Student Placement at Varna University of Management

Dear Erasmus+ university partner,

We at Varna University of Management (VUM) are pleased to announce that starting this summer VUM will offer a student placement opportunity to students of our partner universities.

We are looking for enthusiastic, open-minded, talented and interested students who are eager to learn and grow in a diverse multicultural environment. We will provide the following student placement opportunity Office Intern at the Culinary Arts Institute (CAI) of Varna University of Management.

Through an Erasmus+ placement in this department, students of our partner universities will benefit from a dynamic multicultural environment and numerous opportunities to gain hands-on experience and relevant knowledge of office routine. They will coordinate and run various office administration tasks and procedures related to the culinary world of CAI, in order to ensure organizational effectiveness, efficiency and safety. Students involved in this placement will be also responsible for thematic dinners reservations protocols, Customer service and relationship, streamlining administrative procedures, inventory control management, Supplier and customers business relationship. It shall be noted here that the students should be energetic professionals who do not mind wearing multiple hats. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people. Open minded, willing to accept changes, able to follow directives as required and explained. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Has knowledge about the culinary world, some experience either in the kitchen or the service area and the needs and requirement to work and function in this kind of environment.

Eligible students' profile

We expect to receive applications from students who study on the undergraduate or master level or who are recent graduates of our partner universities in any of the listed fields, namely business, management, administration, tourism, event management, or culinary arts. Applicants shall have at least B1 level of English proficiency and shall be motivated to learn and grow. The Bulgarian language knowledge will be a plus. The applicants should also possess:

- Knowledge of office management responsibilities, systems and procedures
- Knowledge of the culinary world
- Excellent time management skills and ability to multi-task and prioritize work

- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of immigration procedures regarding the student's needs at CAI/VUM
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages

Office Intern key skills & proficiencies:

- Communication
- Problem Solving
- Decision Making
- Planning and Organization
- Time Management
- Attention to Detail
- Accuracy
- Initiative
- Integrity
- Adaptability
- Teamwork
- Budgeting
- Inventory Control
- Supply Management

Responsibilities:

Office work :

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands as required for the chefs
- Organize and schedule meetings and appointments for the chefs as required.
- Organize and schedule Immigration appointments for the various students and staff of Cai & VUM
- Organize office operations and procedures
- Coordinate with IT department on all office equipment and web needs
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage executives' schedules, calendars and appointments
- Establish a historical reference for the office by cataloging invoices, orders and bills
- Participate actively in the planning and execution of company events
- Ensure filing systems are maintained and current
- Ensure security, integrity and confidentiality of data
- Oversee adherence to office policies and procedures
- Prepare operational reports and schedules to ensure efficiency
- Coordinate schedules, appointments and bookings
- Monitor and maintain office supplies inventory

- Maintain a safe and secure working environment
- Any other duties required by the culinary Programs director / VUM Director as needed

Stock taking, HACCP management, Inventories:

- Controlling all incoming stocks in the school
- Maintaining stock-taking control ledger up to date
- Maintaining the HACCP folders and ledgers up to date with the help of the chefs involved
- Maintain the inventories from the various resources and equipment from CAI / VUM
- Any other tasks required by the culinary programs director

Social Media:

- Provide general support to visitors
- Works well and in hand with the marketing dept.
- Responsible for creating thematic dinners publicity on the CAI Facebook page
- Manages the reservation calendar for the various events during the semesters
- Maintain the social media pages of CAI (Facebook page, Instagram)
- Responds to the customers on time on these outlets, in a proper and adequate manner, in line with the values and ideas of CAI/VUM
- Handle customer inquiries and complaints
- Take reservations on the phone and also via Messenger as required on a timely and efficient, courteous manner
- Any other tasks required by the management

Costs of living

Costs of living in Bulgaria are more than affordable and students are expected to cover these in the framework of an Erasmus+ student mobility grant for placement that they will receive from our partner universities. Further information about the living expenses at Bulgaria could be found [here](#).

Application deadline

Students shall send us their CV no later than **3rd October 2020**. We will conduct skype interviews with all applicants and will announce the selection results.

Student placement duration

Student placements at VUM shall have duration of minimum 3 months and shall take place in the period between late September until late June. Selected students will be expected to contribute to work with duration of 30 hours per week. An experienced tutor will be assigned to each of the selected students.

Should you have any questions on the student placement opportunities at VUM, please, do not hesitate to contact me at erasmus@vumk.eu.

We look forward to welcoming your students at VUM.

Yours truly,

International Mobility Office
Varna University of Management