

## ERASMUS PLACEMENT OFFER

| EMPLOYER INFORMATION             |   |
|----------------------------------|---|
| NAME OF ORGANISATION             | NORDTEK IMEXCO Kft.   |
| ADDRESS                          | Szőnyi street 21/a  |
| POSTAL CODE                      | H-1142  |
| CITY                             | Budapest  |
| COUNTRY                          | Hungary   |
| TELEPHONE                        | +36 1 363 1447, +36 1 256 1952  |
| FAX                              | +36 1 363 06 66   |
| E-MAIL                           | lucia.gertliova@allinpackaging.eu   |
| WEBSITE                          | <a href="http://allinpackaging.co.uk/">http://allinpackaging.co.uk/</a>   |
| NUMBER OF EMPLOYEES              | 30  |
| SHORT DESCRIPTION OF THE COMPANY | Nordtek IMEXCO Kft. is multinational company which brings packaging solutions to its customers over 20 years. We stand on strong tradition of high quality service for our customers and partners and at the same time we are developing new ways to reach our clients. |
| OTHER                            | We are operating an online international sales platform for our industry which connects packaging buyers and suppliers throughout Europe and the world.   |

| CONTACT DETAILS         |                                   |
|-------------------------|-----------------------------------|
| CONTACT PERSON          | Lucia Gertliova                   |
| DEPARTMENT / FUNCTION   | Marketing & HR assistant          |
| DIRECT TELEPHONE NUMBER | +36 1 363 14 47 / 14              |
| E-MAIL                  | lucia.gertliova@allinpackaging.eu |
| OTHER                   |                                   |

| <b>PLACEMENT INFORMATION</b>        |  |
|-------------------------------------|--|
| DEPARTMENT / FUNCTION               | International Online Marketing & Sales internship<br>(Marketing department)  |
| DESCRIPTION OF ACTIVITIES AND TASKS | <p>The intern has to do a market research about his/her own country on the field of packaging and the possible partnerships. The intern has to be aware of the online market in his/her own country.</p> <p>From the above mentioned information the intern has to create an output which is relevant for the Hungarian local market.</p> <p>The intern has to create and carry out the local marketing strategy for the company.</p> <p>The intern has to explore the potential partnerships with online websites and platforms in order to promote the company.</p> <p>The intern has to create and design the promotion and marketing materials for the target markets.</p>   |
| LOCATION                            | Budapest, Hungary  |
| START DATE                          | ASAP or throughout the year  |
| DURATION                            | 3-12 months  |
| WORKING HOURS PER WEEK              | 40   |
| HELP WITH FINDING ACCOMMODATION     | possible assistance  |
| PAYMENT OR OTHER BENEFITS           | young dynamic work team, professional assistance   |
| OTHER                               | <p>Because we like innovative ways to do our business we cooperate with student trainees and give them opportunity to bring their own ideas and implement them into our marketing strategy.</p> <p>With Nordtek, you will have a chance to develop in professional area and gain the professional work experience that will help you to find a permanent job after your studies.</p> <p>We are constantly looking for interns from European countries to support our business development in their respective countries.</p> <p>The positions involve both marketing and sales related tasks and offer great opportunity to gain experience. We offer great freedom in planning and executing the local strategies and give constant</p> |

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|  | professional support. |
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| REQUIREMENTS  |  |
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| REQUESTED PROFILE OF THE ERASMUS STUDENT (fields of studies, completed years of studies, other professional requirements) | student in field of any: marketing, advertising, promotion, PR, business or sales  |
| ORAL AND WRITTEN LANGUAGE SKILLS AND LEVEL OF SKILLS REQUIRED   | <p>Native speaker of at least one of these languages + English:</p> <p>Chinese<br/>Croatian<br/>Czech<br/>Danish<br/>Dutch<br/>English<br/>Finnish<br/>French<br/>German<br/>Greek<br/>Hebrew<br/>Italian<br/>Norwegian<br/>Polish<br/>Portuguese<br/>Russian<br/>Serbian<br/>Slovak<br/>Slovenian<br/>Spanish<br/>Swedish<br/>Ukrainian</p> |
| COMPUTER SKILLS AND LEVEL OF SKILLS REQUIRED  | <p><b>Required skills:</b><br/>PC User Skills<br/>Internet User Skills<br/>Marketing / Selling skills</p> <p><b>Preferred skills:</b><br/>SAP<br/>Photoshop<br/>HTML</p>   |

|                  |              |
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|                  | PHP          |
| DRIVER'S LICENSE | not required |
| OTHER            |              |

| Other  |   |
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| APPLICATION DEADLINE                             |   |
| REQUIRED DOCUMENTS (CV, motivation letter, etc.) | CV, cover letter  |
| HOW TO APPLY?                                    | Send your CV and short cover letter to <a href="mailto:Lucia.Gertliova@gmail.com">Lucia.Gertliova@gmail.com</a> and we will contact you back shortly. In the subject please type Int. Online Marketing & Sales Internship |

Please return this form by email to [erasmusplacement@tpf.hu](mailto:erasmusplacement@tpf.hu)



## ERASMUS PLACEMENT OFFER

| EMPLOYER INFORMATION |                        |
|----------------------|------------------------|
| NAME OF ORGANISATION | M.E.Trial Masters Ltd. |
| ADDRESS              | József Attila 46       |
| POSTAL CODE          | 2011                   |

|                                  |  |
|----------------------------------|--|
| CITY                             | BUDAKALÁSZ   |
| COUNTRY                          | HUNGARY  |
| TELEPHONE                        | +36 26 540620  |
| FAX                              | +36 26 540621  |
| E-MAIL                           | trialmasters@trialmasters.eu   |
| WEBSITE                          | www.trialmasters.eu  |
| NUMBER OF EMPLOYEES              | 40   |
| SHORT DESCRIPTION OF THE COMPANY | <p>M.E. Trial Masters is one of the leading contract research organizations (CRO) in Hungary, with extensive experience in phase II-IV clinical trial services. Our partners include small to large multinational pharmaceutical, biotechnological and medical device companies as well as CROs. Our headquarters are located on the outskirts of Budapest – the capital city of Hungary. Our team consists of more than 40 highly skilled professionals committed to facilitating and accelerating the clinical development stage of investigational products and devices while maintaining excellent quality – in both an ‘in-sourced’ or ‘outsourced’ setting.</p> <p><b>Our mission, vision &amp; values</b></p> <p><b>We are committed</b> to recognizing and integrating the objectives and procedures of our clients in order to provide high-quality services; our proactive approach and flexibility ensure that the global milestones of clinical trials are achieved on time and in keeping with high standards.</p> <p><b>Our vision</b> is to serve our clients beyond their expectations and continuously improve the level and range of the services we provide.</p> <p><b>Our values</b> include extensive experience in our region, and Hungary in itself provides highly motivated investigators and rapid enrolment. In addition, we possess a comprehensive knowledge of local and international legislation and ethical standards as well as a massive investigator database - having worked with the vast majority of Hungarian Healthcare providers. We focus on keeping close contact with our clients, making sure they are satisfied with our work. We anticipate, detect and resolve issues pro-actively and promptly adapt to changing circumstances, seeking and implementing improvements in our everyday practice. Our partners may rely on our strong basis of Standard Operating Procedures (SOP) – but are open to comply with those of our clients.</p> <p>These values are based on our most important resource: a</p> |

team of skilled, enthusiastic and exceptionally committed professionals who attend continuous training and team building programs while maintaining a healthy balance in their work-life.

### **Our phase II-IV clinical trial services include:**

- Identification, feasibility, selection, initiation, routine monitoring and closure of investigational sites
- Ongoing site management
- Organizing Investigator's meetings
- Regulatory affairs management (CTA, safety)
- Investigational Product Logistics Management
- Local Project Management
- Investigator and CRA training
- Medical Review
- Medical writing & biostatistics
- Q&A – auditor services

### **Our therapeutic expertise includes:**

- Cardiovascular
- Critical care
- Dermatology
- Diagnostics
- Gastroenterology
- Hematology
- Immunology
- Infectious diseases
- Metabolic diseases
- Neurology
- Neurosurgery
- Nuclear medicine
- Oncology
- Orthopedics
- Pediatric studies
- Pain management
- Psychiatry
- Pulmonology
- Rheumatology
- Surgery
- Traumatology
- Urology

### **Educational program**

Our company has taken a pioneering role in developing the curriculum of a unique CRA training course (8 months). In 2008 the course was accredited as an adult education program by the Hungarian Ministry of Education. It is organized annually and is open to the public - for students willing to get acquainted with the world of clinical trials in both a theoretical and practical sense. In 2010 we have

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|       | expanded the portfolio of our accredited courses opening also a CTA course.   |
| OTHER | <p><b>Beyond our profession</b></p> <p><i>There are a few interesting landmarks which make our company special:</i></p> <ul style="list-style-type: none"> <li>- <i>We focus on our staff's well-being. Our employee policy includes career planning, a transparent system of promotion and reward. Our company offers home/field-based and part-time positions, and operates a children's playroom plus a relaxation room in our office to maintain a satisfactory work-life balance. Based on a government evaluation M.E. Trial Masters was recognized with the title of „family-oriented company“ in 2006, 2007 and 2008, then we have been awarded the title "best workplace for women" in 2009.</i></li> <li>- <i>We aim to operate in an environmentally friendly way – by reducing paper usage, compressing plastic bottles for recycling, and selective waste management.</i></li> <li>- <i>We are keen on being socially responsible: as part of our team-building program we donate playgrounds to kindergartens – and assemble them ourselves.</i></li> </ul> |

| <b>CONTACT DETAILS</b>  |                              |
|-------------------------|------------------------------|
| CONTACT PERSON          | Dr. János Demeter            |
| DEPARTMENT / FUNCTION   | C.E.O.                       |
| DIRECT TELEPHONE NUMBER | +36 20 9381097               |
| E-MAIL                  | trialmasters@trialmasters.eu |
| OTHER                   |                              |

| <b>PLACEMENT INFORMATION</b> |  |
|------------------------------|--|
| DEPARTMENT / FUNCTION        | Clinical trials monitoring, medical review |

|                                     |  |
|-------------------------------------|--|
| DESCRIPTION OF ACTIVITIES AND TASKS | <p>Identification, feasibility, selection, initiation, routine monitoring and closure of investigational sites</p> <p>Organizing Investigator's meetings</p> <p>Regulatory affairs management (preparation of application)</p> <p>Investigational Product Logistics Management</p> <p>Medical Review</p> |
| LOCATION                            | Headquarters + investigational sites   |
| START DATE                          | tbd  |
| DURATION                            | 3 months   |
| WORKING HOURS PER WEEK              | 20 - 40  |
| HELP WITH FINDING ACCOMMODATION     | Yes <input type="checkbox"/> No X  |
| PAYMENT OR OTHER BENEFITS           | laptop, mobile phone during the internship, participation at social events, complementary English language course during the internship  |
| OTHER                               |  |

| <b>REQUIREMENTS</b>   |   |
|---|---|
| REQUESTED PROFILE OF THE ERASMUS STUDENT (fields of studies, completed years of studies, other professional requirements) | <p>medical sciences, pharmaceutical sciences, other similar healthcare sciences, biology</p> <p>minimum years completed: 3</p> <p>preferable last year of studies</p> |
| ORAL AND WRITTEN LANGUAGE SKILLS AND LEVEL OF SKILLS REQUIRED   | English written and spoken mandatory  |
| COMPUTER SKILLS AND LEVEL OF SKILLS REQUIRED  | general computer skills needed  |
| DRIVER'S LICENSE  | welcome but not a must  |
| OTHER   |   |

| <b>Other</b>         |  |
|----------------------|--|
| APPLICATION DEADLINE |  |

|  |   |
|--|---|
| REQUIRED DOCUMENTS (CV, motivation letter, etc.) | CV, motivation letter, proof of citizenship |
| HOW TO APPLY?                                    | email                                       |

Please return this form by email to [erasmusplacement@tpf.hu](mailto:erasmusplacement@tpf.hu)