



# Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Turbo Translations sp. z o.o.
Address	Grzegórzecka 67h/89
Postal Code	31-559
City	Kraków
Country	Poland
Telephone	+48 888-863-753
Fax	-
E-mail	anna@turbo.cat
Website	www.TurboTranslations.com
Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	small
Year of foundation	2013
Short Description of the Company	<p>TurboTranslations offers fast, professional translations 24/7 online, thanks to a database of verified translators who work day and night to provide quality translations to our clients.</p> <p>We're a young, modern, innovative and fast growing startup, in which we treat all employees as friends, so we work together and we have fun together. We can promise you that while working for us, you will learn a lot and will never be bored.</p>
Other	<p>We're planning to enter into different European countries apart from Poland (starting with France), so it would be great if we could have on board somebody who knows the local market.</p> <p>Krakow is a great place for young people, with lots of places to go and fun things to do during the day and at night. By working for us, you will also get a chance to experience the city's unique atmosphere and everything else it has to offer.</p>



CONTACT PERSON DETAILS	
Name	Anna Ryś
Department / Function	CEO
Direct telephone number	+48 888-863-753
Direct e-mail address	anna@turbo.cat

PLACEMENT INFORMATION	
Department / Function	Country Manager
Description of activities	<p>We're looking for a person, who will help us in entering a new (foreign for us, probably local for you) market and building a client base in there.</p> <p>We're a startup (Internet-based, fast-moving company with global ambitions), and many of our clients are also startups, so it would be great if you were familiar with this environment – but you don't have to be.</p> <p>You'll be responsible for preparing and implementing strategy for our presence and client acquisition in one country (e.g. France, Czech Republic, Spain, Italy, or Sweden). We will help you and guide you throughout the process but we expect that you will be able to think on your own and solve smaller issues by yourself. We need a team player, who works well in a group but who is also able to complete some tasks independently.</p> <p>The exact scope of your activities will be established once we work out a strategy for a given country but some of those will be (all points, except the last one, concern a country you will assigned):</p> <ul style="list-style-type: none"><li>• taking care of the company's social media platforms;</li><li>• community management and client support;</li><li>• representing company at local events;</li><li>• local market analysis;</li><li>• contacts with local startups;</li><li>• contacts with local media;</li><li>• contacts with potential local partners;</li><li>• working with the senior staff on company's global strategy.</li></ul> <p>You will be working from our Krakow office, which is a great, creative space with room for hard work but also for a lot of fun and some chill-out moments. We may also ask you to travel to your assigned country for local events and/or exploring partnership options (if that's part of</p>



	the strategy we develop together).
Duration	6-12 months
Working hours / Weekly working hours	32-40 hours / week (we'll give you some time to travel, sightsee and explore the Polish landscape & culture)
City	Krakow, Poland
Help with finding accommodation	Yes.
Financial contribution	€300/month (enough to rent a small apartment in Krakow)
Other	If you're looking for a job that's demanding but fulfilling and you want to feel like you're taking part in building something great and helping a small company become a global success, we're right choice for you 😊.

REQUIREMENTS	
Oral and written language skills	<p>We expect you will have an excellent knowledge of spoken and written English and at least one more other language, preferably French, Spanish, Italian, Czech, Croatian, Swedish, or Norwegian.</p> <p>It would be great if you had experience in writing marketing texts, or at least blog posts in both your mother tongue and English.</p>
Field of study	Marketing / Communications / Management/ Philology / anything that could prepare you for this job – as long as you learn fast and have all the necessary skills, your field of study isn't what we look at.
Computer skills	<p>Well, you must be able to work with a computer, as we operate 100% online 😊. It would be able if you could work on your own laptop but if you don't have one or you don't want to use it for work, we will make sure to provide you with one.</p> <p>You must be familiar with all the basics, like using Microsoft Word or Excel (or an equivalent), Skype, etc., and online tools, like Dropbox, Google Docs, etc. If you know how to use Google Analytics, Mixpanel, Optimizely, AdWords, etc. – that's even better.</p> <p>You should know how to use social media and other online channels for online promotion. But most of all, you should be open to learning new computer and Internet-related skills.</p>
Other	We can't wait to welcome you to Krakow/Poland! 😊