

The Company Leszek J. Olejniczak  
Financial Advisor (DVAG)  
EUROINTERNSHIP 2015-2020

The company Leszek J. Olejniczak is an independent representative office for the DVAG-German Financial Advisors' Association in Hamburg which exists in the market since 1990.

DVAG is the leader in Germany in the all-finance services sector. A team of advisors cooperates with most renowned financial institutions. The DVAG has its own system of constant employee training in 11 cities in Germany and 3 cities in Austria. The company operates in Germany, Austria and Switzerland.

We specialize in service in the complex areas of insurance, finance and banking. The organization and optimization of private financial situation in comparison with individual customer needs is our priority. We advise in choosing the appropriate insurance system for companies and advise start-up businesses in Germany. Furthermore, we give advice in corporate, labor and tax law.

**Leszek J. Olejniczak e.Kfm**

**Representative office for the Deutsche Vermögensberatung**

**Havighorster Weg 14, 21031 Hamburg**

**Tel. +49 40 73931329**

**<http://www.dvag.de/leszek-jan.olejniczak>**

*Type of offer:* **Traineeship and practical training**

**Duties:** During the traineeship you will get to know the principles of the German financial market, current law and labor market. One of the main duties will be looking into and taking care of a proper relationship between our business partners, banks and the Deutsche Vermögensberatung Company.

**Requirements:** We require students who are fluent in German B2/C1 and English. It would be valued if you also know any of the language spoken in East-European countries.

We privilege Economic studies such as banking, finance, marketing, management, financial services, insurance, international affairs and law.

*Remark:* only students can benefit from the Erasmus program financing.

**Other requirements:** knowledge of corporate ethics, businesslike appearance, IT skills, politeness, flexibility, good communication skills, good organization skills, independency and commitment, self-motivation, easiness to make contacts.

**The offer of the company:** The traineeship will give you indispensable experience for your further career. Since may 2011 the German labor market is opened for the “new Europe” countries, therefore the internship stands a great opportunity to start a career as part of the largest advisers’ company in Germany.

**Additional information:** Venue of traineeship – office of Mr Leszek J. Olejniczak e.Kfm in Hamburg, Germany. Department – Customer service for:

**Erasmus Plus** students. The internship will have the duration of 3-6 months.

Curriculum Vitae and a cover letter should be written in German and sent to:

[Leszek-Jan.Olejniczak@dvag.de](mailto:Leszek-Jan.Olejniczak@dvag.de)

CV should be written in the Europass standard, more info at:  
<http://europass.cedefop.europa.eu/>

The ultimate deadline to apply for the internship in the next following quarter is the 30<sup>th</sup> or 31<sup>th</sup> of the last month preceding the quarter you want to start the traineeship.

Those who are interest can be sent informative leaflets about the Deutsche Vermögensberatung by mail.

**Contact:**

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## **General framework for internship**

### Economics:

1. The process of acquainting with work regulations
2. Getting to know the structure of an advisory company
3. Acquainting with the advisory company's activity
4. Advisory company's activity analysis
5. Getting to know the regulations within service provided by the company
6. Acquainting with the German banking system
7. Acquainting with the insurance policy in Germany
8. Acquainting with the regulation with analyzing financial portfolios and optimizing them to individual needs
9. Getting to know the regulations of setting up a business activity in Germany and implementing consultancy in it
10. Acquainting with the basic knowledge concerning corporate, tax and labor law
11. Acquainting with the regulations of the German financial and labor market
12. Getting to know the regulations within the appropriate coordination among business partners, banks and other representatives
13. Finding out the formal aspects of providing service connected with above mentioned areas
14. Cooperation within carrying out analyses and forecasting according to the current company needs
15. Cooperation within the market analysis connected with service provided by the advisory company, client needs analysis, market segmentation
16. Acquainting with the company's computer system

## **General framework for internship**

### Management:

1. The process of acquainting with work regulations
2. Getting to know the structure of an advisory company
3. Acquainting with the advisory company's activity
4. Advisory company's activity analysis
5. Getting to know the regulations within service provided by the company
6. Acquainting with relations among administrative workers, advisors, specialists and clients
7. Acquainting with the management of a bigger unit
8. Getting to know the management strategies in an advisory company
9. Getting to know the human resource strategies and delegation of duties
10. Acquainting with the marketing strategies implemented in order to create company's image
11. Acquainting with the means used to analyze competitors and to introduce new solutions in order to adjust service to clients needs
12. Getting to know the current administrative systems and the workflow
13. Acquainting with the current financial management (bookkeeping)

## Partner Universities

### ***Belgium***

Catholic University of Leuven, Leuven

University of Antwerp, Antwerp

Vrije University Brussels, Brussels

### ***Bulgaria***

Angel Kantshev, Russe

### ***Czech Republic***

Mendel University, Brno

### ***France***

University of Lorraine, Metz

### ***Italy***

University of Bologna, Bologna

Free University of Bozen, Bozen

University of Trieste, Trieste

Macerata University, Macerata

University of Modena and Reggio Emilia, Modena

University of Florence, Florence

University of Pavia, Pavia

University of Trento, Trento

### ***Latvia***

BA School of Business and Finance, Riga

### ***Lithuania***

International School of Law and Business, Vilnius

### ***Netherlands***

Erasmus School of Economics - Rotterdam University, Rotterdam

School of Business and Economics - Maastricht University, Maastricht

## Partner Universities

### *Poland*

Kozminski University, Warsaw  
Lazarski University, Warsaw  
Szczecin University, Szczecin  
University of Lodz, Lodz  
Warsaw School of Economics, Warsaw  
Cracow University of Economics, Cracow

### *Portugal*

Superior School of Technology and management, Beja

### *Romania*

Lucian Blaga University of Sibiu, Sibiu

### *Slovakia*

Comenius University, Bratislava  
Technical University, Kosice  
University of Economics in Bratislava, Bratislava

### *Slovenia*

University of Ljubljana, Ljubljana

### *Spain*

University of the Basque Country, Bilbao  
Autonomous University of Madrid, Madrid  
University of Seville, Seville



### **Business Dress Code:**

Part of the culture of a company is the dress code of its employees.

**Men should wear** business suits in dark colors, bright shirt, classic tie, black or brown leather belts, suitable and formal shoes, dark colored socks, basic leather bags and minimal cologne.

**Women should wear** business dark suits or skirt and blouse combination, closed toe and closed heel formal shoes, classic skirts always with bright shirt and compulsory stockings, minimal and simple jewellery, black or brown leather belts, basic leather bags and minimal perfume.

***Women:***



***Men:***

