**Social Enterprise Technology l.t.d. is looking for these workers’ profiles:**

**1 Ceo**

**1 Press Agent**

**1 Web Portal Responsible**

**1 Admnistrative Team Leader**

**1 Statutory Auditors Supervisor**

**1 Response Team Superintendent**

If you are interested send an email to [www.socialenterprisetechnology.it](http://www.socialenterprisetechnology.it) enclosing

1. CV
2. an intent letter

**1 Ceo:**

JOB TYPE: Paid Associate

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* make high-level decisions about policy and strategy.
* report to the board
* develop and implement operational policies and a strategic plan.
* act as the primary spokesperson for the company.
* develop the company’s culture and overall vision.
* recruit and select new staff members when necessary and evaluate staff performance.
* provide direction to the board on staff compensation and benefits.
* create an environment that promotes great performance and positive morale.
* work with the board to determine values and mission, and plan for short and long-term goals.
* identify and address problems and opportunities for the company.
* build alliances and partnerships with other organizations.

QUALIFICATIONS - the applier should

* hold a Bachelor’s degree.
* have five years of experience in a senior management position.
* have a knowledge of profit and loss, balance sheet and cash flow management and general finance and budgeting.
* have the ability to build consensus and relationships among executives, partners and the workforce.
* have the understanding of human resources and personnel management.
* have proven negotiation skills.
* have the ability to understand new issues quickly and make wise decisions.
* have the ability to inspire confidence and create trust.
* have the ability to work under pressure

 SALARY: 3000€ a month plus benefits

**2: Press Agent**

JOB TYPE: Paid associate

JOB SCHEDULE: Part-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* develop compelling marketing copy and content including press releases, blog posts, presentations, emails, landing pages, case studies and videos.
* identify, vet and help create opportunities to obtain media coverage
* manage the company’s communications and social media channels.
* work with various nonprofit / Sales Associates to determine appropriate PR strategies for various market segments
* provide coordination and project management to media release success

QUALIFICATIONS - the applier should:

* hold a Bachelor's Degree
* have a minimum of 2 years of previous experience in public relations, media relations or journalism
* have the ability to work independently and within a team environment
* have strong written, verbal, interpersonal and facilitation skills
* have strong analytical and organizational skills
* he driven and motivated to consistently produce work of the highest quality
* have the ability to respond effectively to tight time schedules and construct and operate within project budgets
* be proficient in IT operations

SALARY: 1700€ a month plus benefits

**3: Web Portal Responsible**

JOB TYPE: Paid intern

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* design web site and related products to promote company's work online or in physical format with the incorporation of the company's ecosystem and identity;
* assist in maintaining the company's website platform using WordPress CMS;
* build and enhance online modules used by the company's websites;
* create online data reporting tools;
* be able to use a range of technologies and tools such as PHP, HTML, CSS, Photoshop and SQL databases;

QUALIFICATIONS - the applier should:

* hold a Bachelor’s degree or equivalent
* have a minimum of 2 years of successful content management experience
* have an advanced proficiency with the Microsoft Office suite, Word Press, Google Analytics, and other programs;
* have strong editing, proofreading and publishing skills.
* have the ability to draft creative, effective, and engaging communications strategies

SALARY: 1800€ a month

**4: Admnistrative Team Leader**

JOB TYPE: Paid Associate

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* manage the administrative staff and other administrative duties as required
* provide a proficient administrative support to partners, managers, and clients.
* manage and finalize financial statements and other fiscal documents
* prepare proposals, engagement letters and client billings
* ensure that invoices are paid and purchase orders are approved;
* helps to solve complex business issues from strategy to execution.
* identify administrative steps needed for successful project completion, modify processes to fit needs as necessary and coordinate those activities and associated communication
* manage contract and price negotiations with office vendors, service providers and office lease.

QUALIFICATIONS - the applier should:

* hold a Certificate in Office Administration or equivalent business degree
* have a proven experience as an Office Manager, Front Office Manager or Administrative Assistant
* have proficiency in MS Office (MS Excel and MS Outlook, in particular).
* be acquainted with email scheduling tools, like Email Scheduler and Boomerang.
* have an excellent time management skills and ability to multitask and prioritize work.
* Have a strong organizational and planning skills in a fast-paced environment.
* Have a creative mind with an ability to suggest improvements

SALARY: 2000€ a month

**5: Statutory Auditors Supervisor**

JOB TYPE: Associate Member

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* plan, scheduls and organize the work to ensure utilization of employees and compliance with all contract requirements, quality standards and budgetary guidelines
* ensure staffing levels of supervised personnel are maintained in a manner which allows the effective execution of the assigned scope of work at all times.
* instruct employees on the work methods and performance expectations
* interface with groups inside and outside the organization, senior management and auditors
* assist with the development or review/update of various plans, policies or procedures as needed.
* monitors administrative and financial controls activities to ensure compliance with the project’s policies, procedures, goals and objectives

QUALIFICATIONS - the applier should:

* hold a bachelor degree in a closely related field and 3 years of related experience, or an equivalent combination of education and experience.
* be able to perform financial statement audits for governmental agencies.
* be competent in reviewing financial statement audit reports.
* have the ability to multi-task and accomplish projects simultaneously.

SALARY: 2000€ a month

**6: Response Team Superintendent**

JOB TYPE: Paid Associate

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* develop the response team to ensure knowledge and skills gaps are bridged and the team has the competence to respond to all problems
* prepare Training programme on a monthly basis and report progress.
* conduct quarterly skills assessments to monitor competencies of all response team members.
* prepare monthly duty rosters to ensure sufficient customer’s care coverage;
* provide accurate reporting and records regarding team performances and day over day needs.

QUALIFICATIONS - the applier should:

* hold a Bachelor’s Degree in Human Resources, or equivalent years of relevant work experience in Human Resources.
* have an intermediate level skill in Microsoft Word, Excel, PowerPoint
* be capable of utilizing technology and Audio video equipment and familiarity with social media
* have strong communication skills
* have a strong attention to details.

SALARY: 1800€ a month

**Social Enterprise Technology l.t.d. has been specifically created by a group of young experts in the field of technology in order to promote new forms of dialogue and interaction between citizens/consumers and businesses that work for the progress and social change of their communities.**