

<b>Input date:</b>	01.07.2014		
<b>Range:</b>	<input type="checkbox"/> education <input type="checkbox"/> private horticulture and garden culture <input type="checkbox"/> Public-Relation <input type="checkbox"/> administration		
<b>Institution:</b>	Garden Academy Baden-Württemberg e.V.		
<b>Road and house number:</b>	Diebsweg 2		
<b>Postal ZIP Code:</b>	69123	<b>Place:</b>	Heidelberg
<b>Land:</b>	Germany		
<b>Telephone:</b>	+496221 7484810	<b>Fax:</b>	+496221 7484811
<b>Email:</b>	<a href="mailto:gartenakademie@lvq.bwl.de">gartenakademie@lvq.bwl.de</a>		
<b>Internet:</b>	<a href="http://www.gartenakademie.info">www.gartenakademie.info</a>		
<b>Period:</b>	01.August 2014; 01. September 2014		
<b>Tasks:</b>	<input type="checkbox"/> organisation and structure of conferences and seminars in the ranges of topics „private horticulture and garden culture for professionals and leisure gardeners”, garden- and landscape photography <input type="checkbox"/> structure and support of exhibitions (gardenshows ) <input type="checkbox"/> accompany and assistance with dates <input type="checkbox"/> public-relation <input type="checkbox"/> office administration (care of address lists, file administration, telephone calls, correspondence)		
<b>Requirement:</b>	<input type="checkbox"/> good knowledge of German <input type="checkbox"/> computer knowledge (Word, Excel, PowerPoint, Photo-Shop) desirably <input type="checkbox"/> practical experiences within the ranges described above desirably <input type="checkbox"/> reliability, commitment and ability for teamwork		
<b>Payment:</b>	Cost compensation on basis for negotiation	<b>contact Person:</b>	Jeanette Schweikert
<b>Further:</b>	<input type="checkbox"/> applications please with personal record <input type="checkbox"/> photo <input type="checkbox"/> if possible the last certifications. Further information to the Garden Academy to find under <a href="http://www.gartenakademie.info">www.gartenakademie.info</a>		