

PLACEMENT OFFER		
Company	International Relations Office Faculty of Economics and Business Studies Universidad Autónoma de Madrid	
Location	Madrid, Spain	
Tasks of the trainee	Responsibility of the outgoing Erasmus students. Give information to students about internships in and out of Europe, help them find an enterprise, follow up of the process. Administration: assist your colleagues, answer emails, update databases, keeping contact with partner universities and enterprises, update Facebook page, and update fact sheets of our faculty.	
Duration	6 months with possibility of extension up to 12 months	
Starting date	January 18 th 2016	
Places available	1	
Type of studies	Any, but Economics and Business Studies preferred	
Level of studies	Bachelor or master student	
Language	English B2, Spanish C1	
Essential requirements	Ability to work in an international environment, sociable, organized, responsible, team worker, computer knowledge, multitasked	
Desired skills	Enthusiasm, very good oral and written communication skills, time management skills	
Remuneration	No	
Grant	Erasmus grant required	
Accommodation	Not provided	
Deadline	December 8 th 2015	
Contact	Contact person	Marina Pérez Granada
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