



*Thinking about an internship abroad?*

*Do you want to work in an international environment?*

*Do you have a big smile?*

***Europroyectos Erasmus Plus is the perfect place for you!***

As a trainee you will be a part of our Student Support Department working with mobility students and accompanying teachers coming from different European countries in one of our offices in the sunny south of Spain: in Granada, Córdoba or Martos.

Among your main duties will be de the following:

- Attending international students and teachers.
- Carrying out cultural activities, excursions and professional visits in local companies, schools, organisations, etc.
- Preparing the group's arrivals and departures.
- Developing databases of clients and providers on a European level.
  - Establishing contacts with local partners.
  - Preparing and revising different documents.
- Carrying out various administrative tasks in the office.
- Translating and interpreting (fluent English and/or Spanish is required).

We will expect from you to build a friendly and smooth relationship with our clients and make them enjoy their free time as a part of their experience with us!

If it sounds good to you, do not hesitate to contact us: [marta.roslon@europroyectos.eu](mailto:marta.roslon@europroyectos.eu)