

## Erasmus Student Work Placement in Spain

<b>EMPLOYER INFORMATION</b>	
Name of organisation	Asesoramiento, Tecnología e Investigación, SL
Address inc post code	Atin 71 – Cela 36419 Mos (Pontevedra) – Spain
Telephone	+34 986 33 22 92
E-mail	<a href="mailto:info@atinservices.com">info@atinservices.com</a>
Website	<a href="http://www.atinservices.com">www.atinservices.com</a>
Number of employees	3-4
Short description of the company	<p>AtinServices is a consultancy with more than eighteen years of experience in the creation and management of national and international scale projects.</p> <p>We are specialists in the development of multimedia materials for language learning training and also have a great deal of experience in a number of areas including workplace risk assessment and prevention, in the stone-working industry, tourism and hotel industry and with integration of minority groups.</p>
<b>CONTACT DETAILS</b>	
Contact person for this placement	Rosa Maria Rodriguez
Department and designation, job title	Manager
Direct telephone number	+34 607 64 90 01
E-mail address	<a href="mailto:rosa.rodriguez@atinservices.com">rosa.rodriguez@atinservices.com</a>
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	Via e-mail to <a href="mailto:info@atinservices.com">info@atinservices.com</a>
Deadline for applications	July 30th 2017
Application process	CV via e-mail. We will review candidates internally and offer telephone/Skype interviews to successful candidates.
Please provide as much information on the placement as possible – too much information is better than not enough!	
<b>PLACEMENT INFORMATION</b>	
Department, Function	Commercial Department
Location	Mos – Pontevedra. 15 km far from Vigo and Tui (border with Portugal)
Start Date	From September 2017
Duration	3-6 months Starting on September 2017
Working hours per week	40 hours per week
Description of activities, tasks	<p>Provide support for international Coordinator in general administrative tasks.</p> <p>Coordinating EU projects.</p> <p>Provide support in Online communication, social media, articles marketing ideas.</p>

	<p>Work in new EU projects, Erasmus + and other calls. Optional: Graphic tasks - creation of visual, interactive and multimedia designs, create online marketing visuals - Graphic mails, online banners.</p> <p><b>Qualifications:</b> Undergraduate Student from Marketing, Economics, International Trade, Communication, Journalism or other similar graduations.</p>
Accommodation (please select)	We can assist with finding accommodation
Details of financial and "in kind" support to be provided	
Other	<p>Flexibility in working hours.</p> <p>No need to pay for local travel to go to workplace</p>
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	<p>English – Minimum level C1 (MCRL)</p> <p>Other languages welcomed.</p>
Computer skills and level of skills required	<p>Knowledge of Microsoft Office and Social Media Management (Facebook, Twitter, etc).</p>
Drivers license	Not necessary
Other	