

Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION	
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
Fax	+34 986 33 22 92
E-mail	info@atinservices.com
Website	www.atinservices.com
Number of employees	3-4
Short description of the company	AtinServices is a consultancy with more than fifteen years of experience in the creation and management of national and international scale projects. 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.
CONTACT DETAILS	
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	rosa.rodriguez@atinservices.com
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Via e-mail to info@atinservices.com
Deadline for applications	October 30th 2013
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!	
PLACEMENT INFORMATION	
Department, Function	Commercial Department
Location	Mos – Pontevedra. 15 km far from Vigo and Tui (border with Portugal)
Start Date	ASAP
Duration	3-6 months Starting on October/November 2013
Working hours per week	40 hours per week
Description of activities, tasks	Provide support for international Coordinator in general administrative tasks. Coordinating EU projects. Provide support in Online communication, social media, articles

	<p>marketing ideas.</p> <p>Optional: Graphic tasks - creation of visual, interactive and multimedia designs, create online marketing visuals - Graphic mails, online banners.</p> <p>Qualifications: 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>
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
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	Knowledge of Microsoft Office and Social Media Management (Facebook, Twitter, etc).
Drivers license	Not necessary
Other	