

Job Europrojects management Trainees

Tasks to perform

We would be interested in receiving a trainee for helping us within the European project department of our organization. The trainee would be in charge of some of the following tasks/activities depending on their profile, skills, knowledge and attitude and according to the needs of our organization at that specific time:

- To search databases of European Union organisations, which could be either potential or actual partners of the European programme referred to as Leonardo da Vinci and Erasmus programmes. In particular, the goal is to identify the organisations that are planning (or interested in) carrying out a project in Granada.

- To create and/or translate English and other foreign language documents into Spanish and viceversa.

- To keep the communication with contacts from different countries. This consists mainly of e-mailing or phoning the organisations willing to cooperate with our company for the implementation of their project(s) or for communicating with groups staying in Granada.

- To attend Spanish lessons and to evaluate linguistic skills and level of Spanish or English of other project participants.

- To accompany the groups coming within European projects to their cultural visits which they can choose to attend to during their stay. After training the trainee, it will also be his/her task to guide the groups around the city of Granada and to do the interpreting between them and the Spanish local people

- To be responsible of groups during the trips organized outside Granada.

- To do translations and web editing.

- To help to prepare different documentation for the projects, like training agreements, intermediate and final reports, Europass mobility certificates and other certificates.

- To make web searches and create databases of accommodation, training placements, restaurants, collaborating organizations, etc.

Days of the week	5
Duration (in months)	Minimum 3
Hours a day	Minimum 6- maximum 8
Functional area	Communications and international relations
Type of candidate sought	Students/ Recent graduates
Available from	9 / 2014
Reimbursement type	Erasmus + , grant for Traineeships
Internship locations	
Municipality	Granada
Country	SPAIN

University training

Course	Foreign Languages and Cultures Translation and Interpreting Tourism Administrative and Secretary Communication and Public Relations Political Science and International Relations
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Touristic Animation

Operating systems

Operating system	WINDOWS
Level of knowledge	Basic
Notes	

Software

Software	Microsoft Office
Level of knowledge	Basic
Notes	

Languages

Language	SPANISH
Spoken level	Intermediate
Written level	Intermediate
Listening level	Intermediate
Reading level	Intermediate

Language	ENGLISH
Spoken level	Intermediate
Written level	Intermediate
Listening level	Intermediate
Reading level	Intermediate

Social skills

Social area skill	Team spirit
	Communication skills
	Ability to adapt in multicultural environments