

PLACEMENT OFFER FOR CURRICULAR TRAINEESHIP

Faculty of Philology, Translation and Communication

Master's Degree in Creative and Humanistic Translation



Receiving institution information

Institution name: Smileway

Field of business: Administration

City/Country: Guadalajara, Spain

Contact: e-mail: mirey@erasmusu.com.

Job characteristics

Work period: Start as soon as possible

Duration of stay: 9 months

Financial support: Student/graduate must apply for European scholarships. Additional aid of 100€/month.

Job title: Trainee in IT Consultancy

Job description

Tasks: Support in tasks that are part of the Department of Administration and Customer Service. We need you to help us in offering personalized attention as well as friendly and cordial treatment to our clients. Support in administrative and marketing tasks.

Requirements

Languages: English (medium level), Spanish (high). Desired knowledge: it is necessary that you have a good level of Spanish. In order to apply, please send your CV to mirey@erasmusu.com along with a possible traineeship starting date.

Further information

Smileway is a company with more than five years of experience dedicated to the accomplishment of shipments of parcels and documentation to the whole national and foreign territory.