

PLACEMENT OFFER FOR CURRICULAR TRAINEESHIP

Faculty of Philology, Translation and Communication

Master's Degree in Creative and Humanistic Translation



Receiving institution information

Institution name: Tourist Office of Belgium

Field of business: Administration

City/Country: Barcelona, Spain

Contact: e-mail: mirey@erasmusu.com, website: www.flandes.net.

Job characteristics

Work period: January/April/June 2017

Duration of stay: 4 -6 months

Financial support: 400€/month.

Job title: Trainee in IT Consultancy

Job description

Main tasks: **Area communication – press office:** Research on information and news about Flanders, the themes, the art cities and the major events following the requests that the press officer receives from Spanish journalists, draft preparation of press releases, update of the database of journalists, support in organization of press events and/or press trips. **Area communication – trade:** research for information and news about Flanders, the themes, the art cities and the major events following the requests that the trade officer receives from Italian travel agencies and tour operators, management of the deliveries of brochures to trade contacts, update of the database of travel agencies and tour operators and update of the trade book (list of packages and offers to Flanders), support in organization of trade events and/or fam trips. **Area communication – consumer:** monitoring and follow-up of info requests sent by e-mail or phone or via social networks, update of practical information document. **Area online marketing – website:** support to the management of B2B2C campaigns, mainly with online travel agencies, support with website content.

Requirements

Languages: Spanish (highly requested), French and/or English (good), Dutch and Catalan are a plus. Skills: a thorough knowledge of Spanish is a prerequisite. Conversations in Spanish will occur on a daily basis, by telephone and per email; flexible, open-minded personality; team player and good communication skills, also in Social Media; experience in Windows Office; knowledge of English and/or French; preferably knowledge of Dutch and Catalan. In order to apply, please send your CV to mirey@erasmusu.com along with a possible traineeship starting date.

Further information

The team of the Tourist Office of Belgium: Flanders and Brussels deals with the promotion of the regions of Flanders and Brussels in Spain. Its main task is to provide information to the public and media support and professional tourism. What we offer: you'll greatly develop your skills as a communicator and marketer.