

# ERASMUS PLUS INTERNSHIP



## AT EDUCATION AND TRAINING NETWORK

Looking for an unforgettable internship at international company?

Do you want to go abroad and work with students from all over Europe?

We are looking for young, creative, passionate people to our training agencies:

**Sistema Turismo** in Italy (Rimini), **Tribeka** in Spain (Malaga), **Berlink** in Germany (Berlin), **Training Vision** in UK (Portsmouth and Bournemouth), **ETN Training Vision Ireland** in Ireland (Cork) and **Bulgaria Gateway** in Bulgaria (Sofia).

### Your responsibilities will include:

- assistance in organisation of groups' stay (airport transfer, accommodation, training programme, etc.)
  - assistance in students and teachers care (organisation of meetings, tutoring)
- organisation of free time activities for students and teachers (guided tours in the city and nearby locations)
  - preparation of specific documentation (contracts, certificates, final reports, etc.)
- creation of web/blog contents in English, creation of documents for Marketing purposes, translations
  - assistance to the secretary tasks (procedures with letters, fax), filling data bases

### Qualifications in order to be considered:

- advanced English (other languages will be an advantage)
- field of study: Tourism/Marketing and Management/Language Philology/Administration/Communication
  - good general knowledge of MS Office packages
    - good time management skills
    - team working capacity
  - good interpersonal relations
    - flexibility

If you want to be our intern, send us an email with Europass CV and Cover Letter in English at [drejak@etnmanagement.eu](mailto:drejak@etnmanagement.eu)