

# IED: Istituto Europeo di Design

## The company

<b>Location</b>	Zurbano, 23 Madrid Spain
<b>Contact</b>	Lili Pavlinova l.pavlinova@ied.es
<b>Type of Business</b>	Education
<b>Professional Work Trainee will gain ex- perience in</b>	Finance

## Trainee's profile

<b>Language/s required</b>	Spanish, Italian
<b>Faculty/Education</b>	Finance
<b>Skills required</b>	Knowledge in administrative and finance area

## Job description

### Job content

Description of job:

- Support in the implementation of administrative management software (ERP) Data and documentary review
- Support administrative areas which depends on the central office in Spain
- Notes (benefits, help in finding accommodation, required visa...)

Help in finding accommodation, private insurance, support in visa obtaining process, 500 euros monthly payment.

## Scholarships

Scholarships are available for graduate/master/undergraduate students. Refer to wea@unicatt.it for any request related to the scholarship regulation