

Universidad Autonoma de Madrid

The company

Website	www.uam.es/economicas
Type of business	Business Organization Department Faculty of Economics and Business Studies
Job function	Assistant to the Business Organization Department

Trainee's profile

Languages required	English level B2 / Spanish will be a plus
Faculty	Bachelor or master student
Computer skills	Microsoft Office
Required skills	Organizational skills, IT skills, excel and word advanced user, project management, sociable, organized, responsible, team worker. Enthusiasm, very good oral and written communication skills, time management skills, project management knowledge

Job description

Job content

Collaboration on the Project “ECCE (European Centre for Career Development & Entrepreneurship)”

Tasks of the trainee will focus on looking and analyzing the landscape of employability. Particularly, the candidate will participate in the project to, i.e., search for information on European Trade Unions Association, collect data and make analysis, help in organising an international event with international partners, etc.

Some other tasks will be to help in the organisation of the Summer School in the first week of July.

Notes

Access to university facilities as any UAM student, superb working environment in the best campus of Madrid.