



Ábaco, Instituto Hispánico de Salamanca

The company

The institution

Abaco Salamanca is a private language school founded in 2002, located in Salamanca. We are committed to provide language education on the highest standard. We prepare for DELE examination, PREPA/HEC students (France) and Business/Tourism Spanish. We have plenty of ERASMUS students along the academic year. We believe in small groups, friendly atmosphere and personal treatment.

Location

Salamanca (Center-west Spain) Near Madrid and close to Portugal

Address: Cta. de la Encarnación, 41- Salamanca.
(+34) 923 26 75 26

Type of business

Spanish Language School for Foreign Students

Professional work trainee will get experience in

Manager Assistant

Internship dates

6 to 12 months, starting

Application period

Asap

Trainee's profile

Languages required

- Fluent Spanish – written and spoken
- Fluent in English
- Any other language would be an advantage

Faculty

Any relevant discipline

Computer skills

Good Windows XP and Internet knowledge

Required skills

- Ability to work in a team as well as individually
- Basic economics and marketing knowledge
- Good social skills
- Flexibility
- Professional, friendly and self-sufficient
- Capability of working in an international environment

Job description

Job content

Administration, marketing and publicity, sales, contact with customers, organization of activities, excursions and entertainment programs, arranging transfers and accommodation for individuals and groups.

40 hours per week from 10:00 to 14:00 and 17.00 to 20.00

Notes

Accommodation in the University's residences, shared flat or family(subject to availability)