

Ideal Education Group

The company

Address	Calle Gustavo Fernandez Balbuena 11, 28002 Madrid (Spain)
Type of business	Private Education
Professional work trainee will get ex- perience in	Marketing, Sales
Internship dates	Opened (during all year)
Application period	Opened (during all year) Minimum Duration 6 months

Trainee's profile

Languages required	High level of English and other languages will be considered
Faculty	Tourism, Communication, International Business, Marketing
Computer skills	Good Knowledge of Microsoft Office and Inter- net Skills

Required skills

Attention to details, Ability to express ideas, good level in written communication, Organized and Team Working

Job description

Job content

- Edit and update our data base
- Packing material to be sent to fairs or agencies
- Control the material and ask for more to Logistic Department, when it is necessary
- Communications by e-mail, phone or mail with our owns schools
- Help in translations
- Internet research
- Follow up on agents when area manager request it
- Assist the marketing department on all matters
- Answer emails and take care of all logistics regarding marketing materials
- Fill out school descriptions and questionnaires sent by agencies

Notes

We offer Spanish lessons during 4 weeks in our school, for free.

We help students to find the accommodation according to their needs.