



The company

Address	C/Convento Santa Clara,10. Valencia- Spain
Type of business	Tourism and socio-cultural actions
Professional work trainee will get experience in	The trainee will learn and perform tasks related with the school's touristic aspect: information and support given to the students, preparation of a weekly cultural program, cultural visits and reception of new students...
Internship dates	All year long
Application period	All year long (NB: indicare nella lettera motivazionale OFFER A: tourism/socio-cultural action)

Trainee's profile

Languages required	Spanish B1 and English B2
Computer skills	Office Automation - basic knowledge of Word, Excel and PowerPoint
Required skills	Social and open-mind

Job description

Job content

- Planning and organizing social and cultural activities
- Publicizing these events
- Administrative duties
- Welcoming talks and tours for new students
- Assisting with welcoming of new students and accommodation
- Reception duties (call center, customer service), as well as being responsible for the opening and closing of the school

Notes

- Accommodation in PRIVATE SINGLE ROOM throughout the entire period of internship
- 10 hours of Spanish lessons per week, during the entire period of internship
- Public transport from the school to the activities during the entire period of internship