

EMPLOYER INFORMATION	
Name of the host organization/ Nombre de la organización de acogida	El Instituto Británico de Huelva
Activity/ Actividad	Language academy
Size/ Tamaño (Staff numbers/ Número de trabajadores)	Small <50
Address/ Dirección	Avda. Frederico Molino s/n
Postal code/ Código postal	21007
City/ Ciudad	Huelva
Country/ País	Spain
Telephone/ Teléfono	+34 622 794 070
Fax/ Fax	-
E-mail address/ Dirección de correo electrónico	michaela@ibhuelva.es
Website/ Página web	www.ibhuelva.es
Contact person/ Persona de contacto	Apply here Contact person: Michaela
Short description of the Company/ Breve descripción de la compañía	A well-established Cambridge English specialist language academy in Huelva (Spain) is offering Erasmus placements for university students who want to obtain a practical experience in office administration. The role will consist of performing various administration tasks. The intern's role will be to help ensure the smooth running of the office.
PLACEMENT INFORMATION	
Department/ Departamento	
Function/ Función	Administration Staff
Description of activities/ Descripción de las actividades	<ul style="list-style-type: none"> • Giving information in Spanish regarding English classes • Student registration • Answering telephone (in Spanish) • Money handling • Working with Microsoft package (Word, Excel)
Number of students/ Número de estudiantes	5
Duration in months/ Duración en meses	3-12
Starting date/ Fecha de comienzo	ASAP
Closing date/ Fecha de finalización	-
Weekly working hours/ Horas de trabajo semanales	25 hours a week
City/ Ciudad	Huelva
Preferred field of study/ Campo preferido de estudio	Languages, Business Administration

Financial contribution/ Ayuda económica	Accommodation provided for free
Help with finding accommodation/ Ayuda en la búsqueda de alojamiento	Assistance of our partner Housing Huelva (for free)
Computer skills/ Conocimientos de informática	<ul style="list-style-type: none"> • MS Office
Language skills/ Conocimientos de idiomas	<ul style="list-style-type: none"> • English level (B2) • Spanish level (B2)
Other qualifications or comments/ Otros datos o comentarios	<ul style="list-style-type: none"> • The candidate should be studying Spanish language with a view to working in administration sector in the future • Work effectively within a team • Be proactive and adaptable in your work • Possess excellent communication skills • Be willing to learn and develop new skills

PLACEMENT OFFER FORM