



Erasmus Student Work Placement in SPAIN

EMPLOYER INFORMATION	
Name of organization	Funcarele (Spanish Language and Cultural Foundation of Cartagena)
Address inc post code	Calle Jara nº 28, Palacio Molina, Cartagena 30201 (Murcia), España
Telephone	(+34) 968128953, (+34) 660634171
Fax	(+34) 968506649
E-mail	info@funcarele.com
Website	www.funcarele.com
Number of employees	6
Short description of the company	Is an academic institution of Spanish language teaching and cultural character and an Instituto Cervantes accredited centre. We offer a wide range of Spanish language courses year-round for foreigners at all levels from beginner to advanced. Together with the courses we organize accommodation and different cultural activities for our students. Moreover, Funcarele is Trinity Examination Centre, offering for spaniards 2 exams per year.
CONTACT DETAILS	
Contact person for this placement	Mila Batrak
Department and designation / job title	Administrative
Direct telephone number	(+34) 968128953, (+34) 660634171
E-mail address	info@funcarele.com
Application Procedure	
Who to apply to (including contact details)	Mila Batrak – see above
Deadline for applications	September 3 rd . We currently have 1 position.
Application process	Submission of CV, interview by Skype or face to face if in Cartagena.
Other	As we receive a lot of applications, we encourage people to research the company before applying and to attach a relevant covering letter explaining why we should choose them.

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Administration and marketing.
Description of activities	Enrolments, managing of the whole program: accommodation, activities, customer service, invoicing, etc. Contact with tour operators and searching of new collaborators (language agencies, Spanish teachers worldwide, etc.).
Location	Calle Jara, 28, Palacio Molina, Cartagena 30201 (Murcia), España.
Start Date	September
Duration	6 months - minimum
Working hours per week	From 25 to 40 hours/week. From 09:00 to 14:00 and from 17:00 to 20:00. (Possibility to do only the morning time).
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	The interns will receive free Spanish lessons in our available courses.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	As our clients are foreigners, we use English as basic language (minimum B2), but other languages are potentially of interest and will be considered. Spanish is also relevant (minimum B1).
Computer skills and level of skills required	Applicants should be computer literate and have experience in the following: <ul style="list-style-type: none"> • MS Office (e.g. Word, Excel, PowerPoint, Outlook) Intermediate – Advanced
Drivers license	Not required
Other	As our interns are required to interact with suppliers and customers, it is essential that applicants have communication skills.

INFORMATION PROVIDED BY	
Name	Mila Batrak
Department / Function	Administrative
E-mail address	info@funcarele.com
Phone number(s)	(+34) 968128953, (+34) 660634171
Date	26.06.12

Please return this form by email to info@funcarele.com