

## ERASMUS internships offer by the consortium EDUCA

### Instituto Hispánico de Murcia S.L.

| <b>EMPLOYER INFORMATION</b>                          |  |
|--|--|
| <b>Receiving organization (name, address)</b>        | Instituto Hispánico de Murcia S.L.<br>C/ Enrique Villar 13, 1°C 30008 Murcia |
| <b>Short Description of the organization/company</b> | Marketing, reception, accommodation  |
| <b>Contact</b>                                       | educaops@gmail.com   |

| <b>PLACEMENT INFORMATION</b>  |  |
|---|--|
| <b>City, State</b>  | Murcia, Spain  |
| <b>Description of activities the student will be involved in</b>                                | <b>Examples of projects in which you can participate:</b> <ul style="list-style-type: none"> <li>• Administrative office organization</li> <li>• Marketing communication plan</li> <li>• Conducting market research in your country</li> <li>• Contribute to product promotion</li> <li>• Community manager</li> <li>• Create and/or set up new products</li> <li>• Relevant text writing/translating</li> <li>• SEO activities / expert</li> <li>• ICT (information and communications technology)</li> <li>• Writer/editor for the internet department</li> <li>• PPC / SEM Account Manager</li> <li>• Web Marketer</li> <li>• Webmaster</li> <li>• Course Counsellor</li> </ul> |
| <b>Department / Function</b>  | INTERNATIONAL SPANISH SCHOOL   |
| <b>Duration</b>   | 3 months   |
| <b>Working Hours/Weekly Hours</b>   | Full time / 40 h.  |
| <b>Help with finding Accommodation or any other Contributions or help from the organization</b> | Yes, we help in searching accommodation.   |
| <b>Other</b>  |  |

| <b>REQUIREMENTS</b>                     |  |
|---|--|
| <b>Trainee</b>                          | Student, graduate  |
| <b>Computer skills</b>                  | Mac o PC   |
| <b>Oral and written language skills</b> | B1 Spanish. Other languages welcome  |
| <b>Drivers license</b>                  | N/A  |
| <b>Other requirements</b>               |  |
| <b>Work areas</b>                       | <ul style="list-style-type: none"> <li>• Business &amp; Administration</li> <li>• Customer service</li> <li>• Marketing</li> </ul> |

Experience of our participants are found on our website [www.educaops.eu](http://www.educaops.eu)  
 For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.