

ERASMUS internships offer by the consortium EDUCA

Cara International

EMPLOYER INFORMATION	
Receiving organization (name, address)	Cara International, Chancery, Turlough, Castlebar, Co.Mayo
Short Description of the organization/company	Cara International is an Au Pair / Nanny agency placing in Ireland for 19 years. They have one office in Ireland and one in Germany1
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Co. Mayo
Description of activities the student will be involved in	Student task will include Answering customers emails, Completing Customer Management Software Completing Xcel Tracking Sheet Engaging Customers on phone Completing Accounts using quickbooks Translating Website to Czech Marketing our Free Au Pair Training Programme on trainee min wage to potential Au Pairs in Czech Republic.
Department / Function	Recruitment
Duration	3-6 months
Working Hours/Weekly Hours	Full time
Help with finding Accommodation or any other Contributions or help from the organization	Home Office so accomodation provided onsite under rend a room scheme of approximately €450 per month
Other	

REQUIREMENTS	
Trainee	Student, graduate
Computer skills	Good skills required
Oral and written language skills	Good Levels of English
Drivers license	No Necessary
Other requirements	

Work areas	<ul style="list-style-type: none">• Business & AdministrationMarketing• Languages• Accounts
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Experience of our participants are found on our website www.educaops.eu
For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.