

HOST ORGANISATION INFORMATION	
Name of the company	Academia Speakeasy S.L
Address	Ronda Universitat 7, 1-3, 08007, Barcelona, Spain.
City	Barcelona
Country	Spain
Website	http://www.speakeasybcn.com/
Shot information about the company	<p>Founded in 2001, Speakeasy Language School Barcelona is committed to be the best Spanish Language school in Spain. Our international staff and Spanish teachers guarantees high quality and good service. We have proved that it is possible to offer quality Spanish classes at reasonable prices.</p> <p>Our highly qualified and experienced teachers together with our excellent course plan are the keys to our success and the reason why 99% of our students recommend Speakeasy. Because of this 50% of our students come through recommendations of old Speakeasy students.</p>

ERASMUS+ PLACEMENT INFORMATION	
Sector	Business /Education/ Applied languages/ Social Sciences
Function	Academic Administrative Assistant
Description of activities	<p>The main tasks of the internship are:</p> <ul style="list-style-type: none"> ✓ Assisting school in the process of renovating their certification by the entity "Instituto Cervantes" by following with the standards of quality and control required. (Updating data, updating academic program and enhance quality procedures) ✓ Plan and organize "bank of activities". Preparing different academic material is ready and accessible for the classes in an effective way ✓ Create content and internal documentation in a simple, effective and understanding way by simplifying information and using visual aids as images, charts and graphs. ✓ Manage the schools evaluations by collecting, organizing and analyzing results. ✓ Data management and analysis from school's administrative software and creating easy access to this information. ✓ Assist with correct control form the school's marketing and promotional resources as : Welcome pack, Handbooks and office material. ✓ Assisting teachers preparing classrooms, filing documentation, and general back office tasks.
Placement duration	Minimum 3 months
Beginning of training	Flexible start date – Preferably June 2018
Weekly working hours	20h per week . Possibility of doing 30 hours per week in the case student requires it
Accommodation	Not provided
Financial support	The school will provide the student a minimum of 6 hours language course per week.

REQUIREMENTS	
Educational background	Business /Project Management / International Relations
Experience requirements	Good skills editing text. Knowledge in content design. Excellent communication skills.
Language competences	English - Fluent , Spanish- Minimum requirement B1
IT Competences	Good working knowledge of Microsoft Windows software. Very important that the student is able to create quality documents and content management.
Social competences	Very organized, excellent presence, discipline, flexibility, customer oriented, good people skills, ability to communicate, a lot of work capacity and desire.
Contact	educaops@gmail.com