**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 SPAIN (Alicante)- ELCANO ESCUELA DE ESPANOL (3 DIFFERENT POSITIONS AVAILABLE)**

**Position 1**: Marketing  
**Main tasks 1**: Support the Marketing department to deliver marketing campaigns and develop digital content; Produce and rewrite content for our website; Update posts on social media channels for fresh topical content including (Facebook, Instagram); Identify opportunities for positive media exposure and help us to build appropriate connections to raise our profile  
**Profile 1:** Students of marketing, media, journalism, literature and related subjects

**Requirements1:** Languages: Spanish and English to an idiomatic level with a good command of the language; Organization skills;Excellent communication skills written, oral and presentation;Excellent IT skills including Microsoft Office, Ofiele (an advantage but not essential, as full training will be provided);Customer service experience;Teamwork;Willingness to go the extra mile  
**Duration 1**: 4 months, starting ASAP

**Position 2**: Graphic Design  
**Main tasks 2**: Assists in the design and development of layouts for marketing materials, using appealing graphics that are well organized;Responsible to incorporate current design trends into each unique layout to produce an up-to-date style for custom ads;Utilize strong written skills and bring effective visual ideas from concept through to completion

**Profile 2:** Students of graphic design students or similar discipline related to creation of promotional materials

**Requirements 2:** Languages: Spanish and English to an idiomatic level with a good command of the language;Experience with Adobe InDesign, and proficiency in Adobe Photoshop and Adobe Illustrator;Excellent communication skills written, oral and presentation;Teamwork

**Duration 2**: 4 months, starting ASAP

**Position 3**: Administration  
**Main tasks 3**: Answering incoming calls; taking messages and re-directing calls as required;Dealing with email enquiries;Data entry (students or payments registration)

Providing administration support to other departments of the schooll, if necessary **Profile 3:** Students of business administration, management or similar field of studies.

**Requirements 3:** Languages: Spanish and English to an idiomatic level with a good command of the language;Organization skills ;Excellent communication skills written, oral and presentation;Excellent IT skills including Microsoft Office, Ofiele (an advantage but not essential, as full training will be provided) ;Customer service experience;Teamwork;Willingness to go the extra mile

**Duration 3**: 4 months, starting ASAP

**Contacts for applications**: [info@escuela-elcano.com](mailto:info@escuela-elcano.com); Tel: (+34) 966 443 987  
www.escuela-elcano.com

http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=443&idFormat=11&idInstance=1 **Czech Republic (Brno) - Whalebone**

**Whalebone**is an IT security startup company located in offices in Brno, Czech Republic and Vienna, Austria. It protects internet users and machines without installing any software in the end devices.

**Position: International Expansion Manager in Software Company**

**Main tasks and profile**: The internship includes market research and international expansion, communication with companies, practice sales and development of soft skills. This internship is a perfect opportunity for people with **business management and marketing related studies** in their last (two) years of studies to gain experience in market entry, market build-up, international trade and expansion, entrepreneurship, marketing, sales, working in the international environment and much more.

During the internship you will:

* Analyze the given market(s) and evaluate their potential,
* Prepare Whalebone for the specific market entry,
* Work on marketing profile for the specific market including localization of the materials,
* Prepare country launch plan and get in touch with first potential customers and partners in the country.

# Duration: minimum 2.5 months (Starting Date First half of 2019, preferably from 3rd of March)

# How to apply: Fulfill online application <https://goo.gl/eYkNqk> and Send us CV to the [koplacement@koplac.cz.](mailto:koplacement@koplac.cz)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1004&idFormat=11&idInstance=1 POLAND - BRIDGESTONE EUROPE (POZNAN)**

**Main tasks**: Validate and process vendor invoices for the responsible entities within specified deadlines in the SAP system; Payment proposals preparation and verification according to the procedure; T&E activities: T&E reports processing; payment advances postings; T&E system administration; closing, activities related to T&E process; Perform monthly, quarterly and year-end closing related activities; Analysis and control of reports; Drawing conclusions from reports; Analysis and presentation of conclusions from KPI reports; Building professional relations with Local Organization and internally; Services are expected to be executed in an accurate, efficient and timely manner respecting the internal rules and procedures; Active role in audit of procurement for department; Holding up the responsibility for standardization and improvement of PTP core processes; Adhere to the values prized by Bridgestone; Executing tasks assigned by direct supervisor

**Field of study**: Finance, Business, Administration, International Relations  
**Requirements**: English advance, semi advance, communicative; Good Excel, Outlook, other business software  
**Duration**: 6 months (Starting date to be agreed on; **1st round of recruitment already ended, check availability directly with the responsible**)  
**How to apply**: contact directly to Agnieszka.eyman@bridgestone.eu

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=993&idFormat=11&idInstance=1 GERMANY - AMAVIDO: HOST HAPPINESS MANAGER IN BERLIN 22-08-2018**

Amavido is a booking platform to promote the hospitality and cultural offer of Italian villages in the German market.  
**Main tasks:** The intern will get in contact with our Italian hosts, invite potential hosts to join amavido platform, work together to structure and organise host profiles, help hosts to complete the registration process, copywrite the profile texts, and manage the communication (via email, phone, and live chat). The intern will collaborate in the company strategical decisions for host acquisition and destination management. His/her role is to keep the amavido host community responsive, active, and happy.  
**Requirements:** preferred background in Economics, Humanistic & Cultural Studies, Foreign Languages; Excellent Italian & Excellent English; Word Office, Excel, Internet; Problem solving approach, team work, good organizational and communication skills   
**Duration:** From 2 till 6 months depending on interns availability between September 2018 (earliest starting) and June 2019 (latest starting date).  
**How to apply:** Please send your CV and cover letter to Marie Janet Calzone: mariejanet@amavido.de   
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento34475.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1008&idFormat=11&idInstance=1 BELGIUM - FINABEL EUROPEAN ARMY INTEROPERABILITY CENTER 15-05-2018**

**Main tasks:** Research and analysis of particular topics in the domain of European Army Interoperability  
**Requirements:**Degree in Political Sciences, Social Sciences, Communication and other; English B2; Working under pressure, working in team  
**Duration:** not specified, max 3 months  
[**Get more and How to Apply**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33659.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1080&idFormat=11&idInstance=1 IRELAND - VIAGOGO GROUP 15-05-2018**

**Viagogo** is an online ticket marketplace for ticket resale, the fastest growing and biggest secondary ticket marketplace in the world.  
**Main tasks:** • Lead the implementations of solutions to complex problems in order to fuel growth  
• Provide analytical support in evaluating different strategic opportunities and initiatives across supply, logistics and customer care  
• Develop forecasting models of supply and demand to support business decisions and resource allocation;   
Operations:• Proactively identify and implement solutions to improve the efficiency of the internal processes  
• Build the main business metrics and dashboards to track and assess the performance of different areas across the business  
**Requirements:** **• A minimum of an internship (maximum 2 years' experience) in consulting or investment banking**• Organized and reliable • Strategic thinking and problem-solving skills • Outstanding written and oral communication, including strong “executive presence” and ability to work effectively with senior management and cross-functional teams • High degree of creativity, curiosity, and optimism, with an eye for possibilities that will drive the business forward • Desire to learn and build an analytical skill set including excel modelling and data analysis using SQL • Entrepreneurial mind-set with a strong bias towards action • A degree in an analytical field such as Engineering, Economics or Mathematics from an accredited top-tier College or Business School  **Duration:**not specified but long term internship preferred  
**How to apply:** http://apply.workatviagogo.com/Job/Detail/51  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33578.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1010&idFormat=11&idInstance=1 FRANCE - UNIVERSITY OF POITIERS 27-04-2018**

4 INTERNSHIP POSITIONS  
**Areas:** 1) Web development.Update of the department's websites (Wordpress, Wix...)  
2) Web marketing. Analysis of existing tools (social networks, web, mailings) and suggestions for improvements. Application of recommendations.  
3) Infography. Analysis, updating and improvement of existing infographics. Creation of new infographics in relation to the department's requirements.  
4) English speaking student with a special interest in foreign languages and cultures for the coordination and organisation of foreign languages discussion groups and workshops. Suggestions for new informal students-oriented linguistic activities.  
**Requirements and general features:** 2 months duration (from January 2019); Fluent English – French B2; The IRO will help with the reservation of a room in a University dormitory  
**Description of the department:** http://sfa.univ-poitiers.fr/lcs/   
**How to apply:**e-mail your CV+cover letter to james.robert@univ-poitiers.fr ASAP  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33541.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1061&idFormat=11&idInstance=1 TURKEY - ASSISTANT ADMINISTRATIVE OFFICER AT ISTANBUL SEHIR UNIVERSITY SCHOOL OF MANAGEMENT AND ADMINISTRATIVE SCIENCES 20-03-2018**

**Main tasks**: Provide assistance to faculty members or staff with their fields of research; Help to develop the deaprtment’s teaching materials such as syllabi, visual aids, answer keys, supplementary notes, and course websites; Assist academic activities organized by the university and the Center; Assist the department chair; Provide assistance in updating and maintaining the department web site, social media accounts; Various administrative duties  
**Requirements**: Excellent communication and computer skills; Excellent writing and comprehension skills in English - competent in MS Office programmes; Very good English language skills (If any IELTS/6,5, TOEFL/80 scores or C1 level, it is an advantage); Highly organized, accurate and structured way of working; Proactive and independent working style; Have expertise with social media platforms like Facebook, Twitter, LinkedIn, Flickr and Youtube; Self-starter, positive attitude, flexible, team player; Interested in working in an international environment  
**Duration**: Long term internship preferred  
**How to apply**: e-mail your resume to eneseryarsoy@sehir.edu.tr by April 15, 2018  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33094.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1134&idFormat=11&idInstance=1  http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=993&idFormat=11&idInstance=1 MALTA AND GERMANY - ML COMPONENTS VARIOUS OFFERS 15-03-2018**

ML Components is a german company based in Mainz with a subsidiary located in Malta.   
**Main tasks:** varying from Customer Care to Sales, HR, and Information Technology  
**Duration:** Internships are available all the year both in Mainz and Malta, for most of the offers  
**How to apply:** Students can apply sending a direct e-mail to the company (hr9@mlcomponents.com).  
Refer to the descriptions below for each single offer:  
[**Customer Care**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33049.html)[**European and American Sales**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33050.html)[**HR**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33051.html)[**IT/Web development**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33052.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1008&idFormat=11&idInstance=1 BELGIUM - FEDERCHIMICA DELEGATION TO THE UE 15-03-2018**

**Main tasks**: Monitoring the activities of the European institutions; Helping in drafting of internal memoranda and reports; Following conferences and European Parliaments’ committee meetings in Brussels and drafting of related reports; Collaboration in drafting the Delegation’s monthly newsletter and the weekly information bulletin; Office duties  
**Fields of study**: Political Science, Diplomatic Science, International Relations  
**Requirements**: Minimum English level B2; Office, Internet; The candidate has to pass the Community Law exam with the minimum final grade of 28/30  
**Duration**: 6 months  
**How to apply**: send your CV to Silvana Tintari at s.tintari@accademiabelgio.eu  
**Benefits**: The Federation refunds flight tickets and the monthly public transport pass (€ 49,00)  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento33047.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1008&idFormat=11&idInstance=1 BELGIUM - INTERNSHIP AT ITACA 07-02-2018**

**Main tasks**: redazione di articoli, ricerche, analisi sui temi di lavoro dell'associazione; supporto nelle attività di comunicazione: animazione del sito internet dell'associazione, gestione dei social media, etc.; partecipazione a seminari e conferenze internazionali, con redazione di note e articoli; partecipazione alla scrittura di progetti europei; supporto nella gestione di varie attività (eventi, formazioni, pubblicazioni, etc.) in concertazione con i partner locali in altri Paesi; supporto nello svolgimento delle attività quotidiane dell'associazione  
**Requirements**: iscritto/a ad un corso di laurea (di I o II livello) in Scienze politiche, Relazioni internazionali, Giurisprudenza, Comunicazione, Media e Giornalismo (o affini); forte interesse per i temi di lavoro dell'associazione: migrazioni, mobilità internazionale, politiche e diritti sociali, diritti di cittadinanza, etc.; ottima conoscenza dell'italiano ed una buona conoscenza dell'inglese e del francese (lingue di lavoro dell'associazione). Altre lingue sono un plus; ottime capacità redazionali, organizzative e di sintesi; buone capacità comunicative ed esperienza nella gestione di Social media e Wordpress; esperienza o conoscenze pregresse in progettazione europea sono particolarmente apprezzate  
**Duration**: 6 mesi  
**How to apply**: inviare la propria candidatura a redazione@itacaonline.org  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento32709.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 SPAIN - LAWLINGUISTS 10-10-2017**

**Type of work**: Traduzione giuridica  
**Main tasks**: Lo/a stagista potrà partecipare attivamente alle fasi di analisi e definizione delle linee strategiche e gestirà le relazioni con diversi pubblici di riferimento dell'azienda; in particolare potrà assistere il tutor aziendale nelle fasi di: analisi dello scenario in cui opera l'azienda; elaborazione preventivi e gestione progetti di traduzione assicurando il rispetto dei tempi e della qualità concordati con il cliente; analisi del contesto interno (studio delle caratteristiche distintive dell'organizzazione nel suo complesso finalizzato all'individuazione dei suoi punti di forza e di debolezza); mantenimento rapporti con i clienti attuali e potenziali; gestione delle relazioni con le università italiane e straniere per le convenzioni relative ai tirocini  
**Requirements**: buone competenze organizzative e relazionali; buona competenza nella gestione degli strumenti Word, Excel e Social Media; livello di inglese C1 e preferibile la conoscenza di un’altra lingua; studente/ssa o laureato/a in Giurisprudenza  
**Duration**: 3 mesi  
**How to apply**: inviare la candidatura a Angelica Tiberi recruitment@lawlinguists.com  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31674.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 SPAIN - ART FUSION BCN 07-09-2017**

**Type of work**: Lavoro in una galleria di Arte Contemporanea  
**Main tasks**: Organizzazione di eventi; esposizione di opere d’arte; gestione di eventi, digital marketing; global marketing  
**Requirements**: Conoscenza dello spagnolo  
**Duration**: 4-6 mesi  
**How to apply**: per candidarsi contattare Joan Carlos Piqueras all'indirizzo info@artfusionbcn.com (solo in spagnolo)

[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31429.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=993&idFormat=11&idInstance=1 http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1134&idFormat=11&idInstance=1 GERMANY AND MALTA - BD ELECTRONICS VARIOUS OFFERS 01-09-2017**

BD Electronics is a subsidiary of the German Electronic distributor, ML Components. The main company is based in Germany (Mainz)  
**Main tasks:** varying from Accounting/Audit to Sales, HR, Information Technology and Purchaising.  
**Benefits:** Some positions provides incentives/small salaries  
Duration: Internships are available all the year both in Mainz and Malta, excepted for Purchasing and Accounting available only in Malta  
**How to apply:**Students who want to apply can send me an email with their CV. francesco.s@mlcomponents.com  
Refer to the Descriptions below for each single offer:  
[**Accounting**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31364.html)[**American Sales**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31365.html)[**Euro-Asia Sales**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31366.html)[**HR**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31367.html)[**IT**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31368.html)[**Purchasing**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31369.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1006&idFormat=11&idInstance=1 AUSTRIA - CENTER FOR INTER-AMERICAN STUDIES OF THE UNIVERSITY OF GRAZ 30-08-2017**

**Main tasks**: The main field of work will be related to the Graz International Summer School Seggau, where attendance is required the entire two weeks in July 2018  
**Requirements**: Interest and ideally experience in the planning and execution of academic projects and/or experience in project management and/or university administration; Interest and knowledge regarding topics related to the humanities and social sciences; High proficiency in English, good German language skills; Strong communication skills, especially in an intercultural context; Interest in interdisciplinary work; Capacity for team work  
**Duration**: from September 2017 to September 2018 but negotiable  
**How to apply**: submit your application (CV + motivational letter) via e-mail to Eva-Maria Trinkaus at eva.trinkaus@uni-graz.at (Ref: GUSEGG\_internship\_2018)  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31305.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=455&idFormat=11&idInstance=1 POLAND - BRIDGESTONE EUROPE IN POZNAN 01-08-2017**

**Tipe of work**: Finance, Business, Administrative  
**Main tasks**: Validate and process vendor invoices for the responsible entities within specified deadlines in the SAP system; Payment proposals preparation and verification according to the procedure; T&E activities: T&E reports processing; payment advances postings; T&E system administration; closing, activities related to T&E process; Perform monthly, quarterly and year-end closing related activities; Analysis and control of reports; Drawing conclusions from reports; Analysis and presentation of conclusions from KPI reports; Building professional relations with Local Organization and internally; Services are expected to be executed in an accurate, efficient and timely manner respecting the internal rules and procedures; Active role in audit of procurement for department; Holding up the responsibility for standardization and improvement of PTP core processes; Adhere to the values prized by Bridgestone; Executing tasks assigned by direct supervisor  
**Field of study**: Finance, Accounting, International Relations, Administration, Business  
**Requirements**: English advance or semi advance, communicative; Good Excel and Outlook, other business software  
**Duration**: 6 months  
**How to apply**: Please contact directly to Agnieszka.eyman@bridgestone.eu  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento31140.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1004&idFormat=11&idInstance=1 POLAND - MD PARTNERS TAX AND LEGAL 10-03-2017 \*\*PARTNER\*\***

**Type of work**: Support in legal consulting  
**Main tasks**: Research in the legal fields concerning law firm cases; cooperation with other members of the team; preparation of newsletters and white papers  
**Field of studies**: Law  
**Requirements**: Italian, English; Microsoft Office  
**Duration**: 3-6 months  
**How to apply**: send your CV by email to Alfio Mancani alfio.mancani@md-partners.pl  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento29741.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1078&idFormat=11&idInstance=1 HUNGARY - ITALIAN CHAMBER OF COMMERCE FOR HUNGARY IN BUDAPEST 22-11-2016**

**Main tasks**:  
a. The administrative office: it deals with the “bureaucratic part” of the Chamber’s work i.e. accounting. The office registers and issues invoices and it keeps track of the partners’ payment status.   
b. Services office: it provides services both to the Chamber’s associates and non-associates, ranging from market researching to finding partners for the associates. It also provides support to the other branches of the Chamber.  
c. The Marketing department organizes events and meetings that the Chamber’s business partners and others can take part in such events may be related to particular projects the Chamber is involved in; or they may be networking events.  
d. The European Desk reviews both national and international calls for proposals, particularly from European agencies, in order to find potential projects that either the Chamber or its business partners can develop and participate in; it also deals with the recruitment of potential trainees  
**Field of studies**: Law, Political Science, Economics and Management  
**Requirements**: Italian – English B2  
**Duration**: 4 months  
**How to apply**: send your CV to Francesco Maria Mari at sportello.europa@cciu.com  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento28914.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1002&idFormat=11&idInstance=1 SLOVAKIA - SEVERAL POSITIONS THROUGH PLACEMENT SLOVAKIA 02-11-2016**

TO SEE THE DIFFERENT POSITIONS OPENING SOON AND HOW TO APPLY SCROLL THE DOCUMENT IN ATTACHMENT.  
  
N.B. ALL THE POSITIONS FORESEE FREE ACCOMMODATION  
  
Position in Journalism pag. 2  
Position in Marketing pag. 3  
Position in Agriculture pag. 4  
Position in Business Administration pag. 5  
Position in Finance pag. 6  
Position in Mechanical Engineering pag. 7  
Position in Teaching pag. 8  
Position in Construction Engineering pag. 9  
  
To see the offers [**click here**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento28590.html)  
To see more vacancies also visit http://www.placementslovakia.com/

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=464&idFormat=11&idInstance=1 LITHUANIA - VMU INTERNATIONAL OFFICE: MARKETING AND COMMUNICATION 05-10-2016**

**Main tasks**: Design and edit International Office promotional material (newsletter, Mentors‘ guide, certifications, leaflets about internships abroad and staff training opportunities); Assist in managing VMU International Office social media sites; Assist in creating content for VMU Ambassadors web-page (interviews, news, updates); Assist in organizing various events, contests, meetings; Create promotional videos about exchange opportunities, Mentors’ program, VMU Ambassadors club; To take pictures for International Office promotional material  
**Requirements**: English proficiency level B2 or higher; Good knowledge of social media management and Microsoft Office products; Flexible, creative, pro-active team player; Attention to details; Portfolio of basic graphic design, video editing (Photoshop; CorelDraw / AI) would be an advantage; Experience in Marketing and project management would be an advantage; Intercultural awareness, preferably firsthand study or internship abroad experience would be an advantage  
**Duration**: 3-12 months  
**How to apply**: send your CV and a motivational letter to dominykas.graibus@vdu.lt (deadline: Novemer, 2nd)  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento28378.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=511&idFormat=11&idInstance=1 NORWAY - UNIVERSITY OF BERGEN: CROP 13-09-2016**

**Main tasks**: carrying out general administrative tasks; creating content for social media accounts (Twitter, YouTube); organising and attending meetings, workshops or conferences; drafting reports and minutes, editing documents; researching information for reports, policy documents and electronic “resource banks”; video and web editing  
**Requirements**: relevant educational background (e.g. Social Studies, Development  
Studies, Political Science, International Relations); excellent English language skills (spoken and written, at least CEFR Level C1); knowledge of other languages is an advantage  
**Duration**: 2-6 months  
**How to apply**: send a letter of motivation and a full CV (both in English), to the CROP Secretariat (crop@uib.no), including preferred dates for an internship (NB: The CROP Secretariat does not offer internships between 15 June – 15 August) - Applications are accepted on a continuous basis, whereby we have 4 main evaluation dates - 1 March, 1 June, 1 September and 1 December  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento28205.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1002&idFormat=11&idInstance=1 SLOVAKIA - LA CAISSE DES DEVISES 26-07-2016**

**Area of activity:**Corporate Business Developer (Job Reference: 6FXERAS)  
**Main tasks:**Making effective outbound calls to key decision makers; Identifying new sales opportunities within the German FX market; Promoting the benefits of Currencies Direct in line with the FX needs of potential clients; Achieving individual sales targets; Assisting with face to face pitches; Working with our CRM and using other resources to produce a well-researched leads database of suitable prospects  
**Requirements:**Italian native speaker, dynamic and organised. Interest in financial markets, basic understanding of market finance, hedging and FX products  
**Duration:** 3/01/2017 to 30/07/2017 (the period of internship is flexible)  
**How to apply:** send your CV and a motivation letter to sylvainm@lacaissedesdevises.fr (mentione the Job Reference 6FXERAS)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=464&idFormat=11&idInstance=1 LITHUANIA - VMU INTERNATIONAL OFFICE, MARKETING AND COMMUNICATION FIELD 07-07-2016**

**Main tasks**: Design and edit International Office promotional material (newsletter, Mentors‘ guide, certifications, leaflets about internships abroad and staff training opportunities); Assist in managing VMU International Office social media sites; Assist in creating content for VMU Ambassadors web-page (interviews, news, updates); Assist in organizing various events, contests, meetings; Create promotional videos about exchange opportunities, Mentors’ program, VMU Ambassadors club; To take pictures for International Office promotional material  
**Requirements**: English proficiency level B2 or higher; Good knowledge of social media management and Microsoft Office products; Flexible, creative, pro-active team player; Attention to details; Basics of graphic design, video editing (Photoshop; CorelDraw / AI) would be an advantage; Experience in Marketing and project management would be an advantage; Intercultural awareness, preferably firsthand study or internship abroad experience would be an advantage  
**Duration**: 3-12 months  
**How to apply**: send your CV and a motivation letter to dominykas.graibus@vdu.lt - Deadline: 1st of August 2016  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27697.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 UNIVERSIDAD POLITECNICA DE CARTAGENA (MURCIA) 23-06-2016**

Positions: 4 thypologies: International Office, Postgraduate Office, Press/Communication office, Teaching English  
Working area: internationalisation, teaching English  
Profile/Competences: Good knowledge of both Spanish and English (B2); C1 of English required for the Teaching English position Microsoft office knowledge and PC skills; intercultural awareness; proactivity....  
Starting date and duration: Starting is possible all along the year; for the Teaching English position starting date will coincide with First Semester or Second Semester beginning.  
[Traineeship 1 Description and Profile (International Office)](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27522.html)  
[Traineeship 2 Description and Profile (Postgraduate Office)](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27523.html)  
[Traineeship 3 Description and Profile (Press/Communication office)](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27524.html)  
[Traineeship 4 Description and Profile (Teaching English)](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27525.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1010&idFormat=11&idInstance=1 FRANCE - SCIENCES PO-LILLE**

**Main tasks**: Administrative support; Logistical support on internal procedures; Answering routine enquiries from students and academics; Photocopying and scanning of documents; Deal with incoming and outgoing post; Update the contacts information; Assistance to the different managers of outgoing mobility, incoming mobility and Summer School  
**Requirements**: Must be a current student enrolled on a bachelor or Masters level degree in the field of international relations, European Studies, political sciences or similar; Must have good knowledge of French Language (spoken and written) i.e language level C1; Good knowledge of the English Language (spoken and written) i.e language level B2; Free computer skills and to be familiar with Microsoft Office tools (e.g. Excel, Word, Internet, mail and Power point); A working knowledge of EU funded mobility programs would be an advantage; Ability to research information; Must be diplomatic in problematic situations; Good drafting skills and an ability to analyse and summarie; Must be able to follow the procedures; Effective organizational skills within deadlines and to be adaptable to changing demands; Ability to work successfully in a small team  
**Duration**: 3-5 months  
**How to apply**: Send an email with your attached CV and letter of motivation to guillaume.duseigneur@sciencespo-lille.eu (before 15th July 2016 for first semester and before 15th December 2016 for second semester)  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27477.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=995&idFormat=11&idInstance=1 UK - MICCONE**

**Working area:**PR and Marketing   
**Activities**: Support the development of "Miccone" mark on London. Creation of events dedicated to the goal of enhancing the products offered by Miccone. Management of the facebook page. Creating daily post. Offline marketing  
**Profile/Competences**: preferred studies in Economy – Marketing; Good knowledge of English - Italian; good knowledge of Facebook, Office pack, Instagram; Problem solving, motivation  
[**More info on the position and how to apply**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27357.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 SPAIN - UNIVERSITY OF ALICANTE**

**Positions available:**2  
**Working area:**project management in education institutions, internationalisation  
**Activities position 1:** R&D European Projects  
**Actitivities position 2:**International projects of capacity building  
**Profile/Competences:**High proficiency in English, (for position French knowledge is also requested); Microsoft office knowledge and PC skills; intercultural awareness; proactivity  
**Starting date and duration 1:**September-December 2016  
**Starting date and duration 2:**January-March 2017  
[**More info on the position and how to apply**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27328.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1006&idFormat=11&idInstance=1 AUSTRIA - UNIVERSITY OF GRAZ, CENTER FOR INTER-AMERICAN STUDIES**

**Positions available:**2  
**Working area:**project management in education institutions, internationalisation  
**Profile/Competences:**High proficiency in English, good knowledge of German; ideally experience in planning and execution of academic projects and/or project management; intercultural skills, team working.....  
**Starting date and duration1:** October 2016-September 2017  
**Starting date and duration 2:**March-July 2017  
[**More info on the position and how to apply Position 1**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27326.html)[**More info on the position and how to apply Position 2**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27327.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=983&idFormat=11&idInstance=1 PORTUGAL - UNIVERSITY OF LISBOA**

**Working area:** higher education, internationalisation, international student office  
**Profile/Competences:**Bachelor in Languages/European Studies/International Relations or similar; Good command of English; proficiency in Microsoft office applications; interpersonal skills, diplomacy, accuracy, etc.....  
**Starting date and duration:** 1st or 2nd Semester for a duration of 5/6 months; also 10 consecutive months are possible.  
[**More info on the position and how to apply**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27321.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1016&idFormat=11&idInstance=1 THE NETHERLANDS - ITALIANRADIO.EU**

**Working area:** broadcasting, on line articles writing, website management, creation of podcasts and so on......  
**Profile/Competences:**Communication sciences, languages/humanities, social sciences or journalism; English compence C1; knowledge of CMS; high written skills  
**Starting date and duration:**to be agreed on   
[**More info on the position and how to apply**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27300.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=995&idFormat=11&idInstance=1 http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=993&idFormat=11&idInstance=1 U.K. and GERMANY - ALMAX ANALYTICS**

**Sector**: Capital markets, Finance  
**Requirements**: MEFI students ("track" Finance) knowledge of Phyton required (this could be acquired through the first semester course of Applied Statistics)  
IMPORTANT: THOSE WHO ARE INTERESTED IN APPLYING FOR THIS POSITION HAVE TO BE IN CONTACT FIRST WITH PROF. GIUDICI OF THE ECONOMIC DEPARTMENT.  
The enterprise has a special contact and it requires a prior eligibility check from the professor.  
**Website**: www.almaxanalytics.com

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1080&idFormat=11&idInstance=1 IRELAND - GOVERNOR, DUBLIN**

**Sector**: Enterprise Governance, Financial Risk  
**Requirements**: MEFI students ("track" Finance) knowledge of Phyton required (this could be acquired through the first semester course of Applied Statistics)  
IMPORTANT: THOSE WHO ARE INTERESTED IN APPLYING FOR THIS POSITION HAVE TO BE IN CONTACT FIRST WITH PROF. GIUDICI OF THE ECONOMIC DEPARTMENT.  
The enterprise has a special contact and it requires a prior eligibility check from the professor.  
**Website**: http://governorsoftware.com/

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1010&idFormat=11&idInstance=1 FRANCE - GUEST TO GUEST**

**The enterprise:** Guest to Guest is a sharing economy start up active in the area of home exchange and travelling.  
**Working area:** Marketing, Communication, Project design  
**Range of activities:** customer service, development of the community/brand size, social networking, press stategies etc.......  
**Profile/Competences:**• Nice, curious, fast learner and willing to learn • Entrepreneurial spirit and ability to innovate • Passionate by the web sector • Serious hard worker • Speak several languages (and write correctly)  
**Starting date and duration:**to be agreed on (generally every 4-6 months every year)   
[**More info on the position and how to apply**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27187.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1014&idFormat=11&idInstance=1 FINLAND - WFL PUBLISHER**

**The enterprise:** WFL Publisher is a science publishing company, disseminating educational, scientific or professional material in the areas of food & health, agriculture and environment. All books or journals are published in English language.   
**Working area:** Office activities, database implementation/management, communication  
**Range of activities:** managing the database and files of clients, searching, collecting information, creating layouts with Adobe programmes, arranging information, maintaining and developing the website….  
**Profile/Competences:** preferred background in Communication/Marketing , Langauges and Humanities, Economics, Social sciences, Computer science; basic computer skills, good command of English language  
**Starting date and duration:** to be agreed on  
**How to apply (a letter of appreciation might be required by the department coordinator):**send a resume plus motivation letter to info@world-food.net  
**More info available at:** http://world-food.net/services/traineeship/

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1010&idFormat=11&idInstance=1 FRANCE - ITALIAN CHAMBER OF COMMERCE MARSEILLE**

**Working area:**Commerce, Fairs, Promotion of Made in Italy  
**Activities:**Various: from Events/Promotion to Marketing and Translations  
**Required profile/Competences:** adequate study level in the subjects mentioned; knowledge of French and Italian; Computer skills  
**Duration:**usually min 3 months/maximum 6 months (starting from September)  
**How to apply:**  
[**Download here for the position on Assistance to enterprises**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27028.html)[**Download here for the position on Fairs and Saloons in France (Enterprises)**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27030.html)[**Download here for the position on Fairs and Saloons in France**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27029.html)[**Download here for the position on Fairs and Saloons in Italy**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27031.html)[**Download here for the position on Assistance to agrofood enterprises**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27032.html)[**Download here for the position on Formation and Translation**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento27033.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=995&idFormat=11&idInstance=1 SPAIN AND U.K - STREET CHILD**

**Working area:**Humanitarian Aid  
**Activities:**Trusts and Foundation, Marketing, Fundraising  
**Seats/Offices:**Barcelona and London  
**Duration:** to be agreed on, depending on availability of position; it is advisable to check directly with the offering institution  
**How to apply:** See details at this website http://www.street-child.es/practicas-internships-barcelona/

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1078&idFormat=11&idInstance=1 HUNGARY - INTERNATIONAL OFFICE OF THE FACULTY OF BUSINESS AND ECONOMICS, UNIVERSITY OF PÉCS 15-03-2016**

**Main tasks**: administrative tasks, database management, organizing events, management of social media activities, web-site management, administrative support for students, back office work  
**Field of studies**: Business Administration, Marketing, Management, Communication, International Relations  
**Requirements**: good English, Willingness to learn, Team spirit, Excellent communication skills,   
Easy to adopt to a new environment  
**Duration**: 6 or 11 months  
**How to apply**: send your CV + motivation letter to Judit Trombitas at trombitasj@ktk.pte.hu before 30th April 2016  
**Benefits**: Hungarian language course, Accommodation in the dormitory of the University  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento26889.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 SPAIN - UNIVERSIDAD AUTONOMA DE MADRID: FACULTY OF ECONOMICS AND BUSINESS STUDIES, INTERNATIONAL RELATIONS OFFICE 02-11-2015**

**Main tasks**: Responsibility of the outgoing Erasmus students. Give information to students about internships in and out of Europe, help them find an enterprise, follow up of the process. Administration: assist your colleagues, answer emails, update databases, keeping contact with partner universities and enterprises, update Facebook page, and update fact sheets of our faculty  
**Requirements**: English B2, Spanish C1. Ability to work in an international environment, sociable, organized, responsible, team worker, computer knowledge, multitasked. Enthusiasm, very good oral and written communication skills, time management skills  
**Duration**: 6-12 months  
**How to apply**: send your application to ori.economicas@uam.es before December 8th 2015  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento25802.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=989&idFormat=11&idInstance=1 SPAIN - TRANSNATIONAL CONSULTING IN MALAGA 21-10-2015**

**Type of work**: Commercial  
**Main tasks**: Customer support, reviewing offers, preparing Newsletters for agencies, expanding our services in Italy  
**Requirements**: Italian – native, English – advance, Spanish - preferable but not required. Knowledge of MS Office, mail and Internet. Team worker, organized, and with a high sense of responsibility  
**Duration**: 6 months  
**Benefits**: 220€ per month  
**How to apply**: The candidate has to send: CV and any other relevant information (in English) to Kamila Silska (practicas@transnational.es) - Deadline: 30/11/2015  
[**Get more**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento25698.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=995&idFormat=11&idInstance=1 UK - ENTEL UK 08-10-2015**

**Main tasks**:   
• Researching for potential customers in target markets through the internet  
• Prospecting by phone. Introducing the company and its product range.  
• Updating and managing customer database in the CRM system  
• Ad hoc tasks within the Sales department as market development in various regions continues.  
**Requirements**: Intermediate knowledge of English, Good knowledge of MS Office  
**How to apply**: See attachment  
To view the offer [**click here**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento25585.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=451&idFormat=11&idInstance=1 UK - STUDENT OPERATIONS, CAMBRIDGE,15-09-2015**

**Main tasks:**Answering routine enquiries from callers, students, academics, and senior management by email, telephone and in person, shredding of confidential material, ensuring filing systems are up to date, reviewing student data for accuracy and completeness, Liaising with Colleges where data missing or incomplete, supporting production of documents which are required by students to apply for a visa, maintaining accurate records, reception cover, acting as the key contact for funding offers  
**Requirements:**Must be a current student enrolled on a Bachelor or Masters level degree course. Must be proficient in English (spoken and written) i.e.: CEFR level C1/C2 or IELTS grade 7. Proficient in Microsoft Office applications, e.g.: Outlook, Word, Excel, Access. Must be able to communicate effectively and clearly with all client base. Must be able to be diplomatic in problematic situations. Must show intercultural awareness. Must be able to deal with people at all levels.  
**How to apply:** Please e-mail your CV together with a covering letter describing the reasons for applying to  
exchanges@admin.cam.ac.uk marked for the attention of Laura Bentham. Please indicate your preferred dates for the traineeship, and supply the names and contact details of two referees who we can contact. **Deadline for submission: 26th October 2015.**[**Get more info**](http://www.unipv.eu/acm/javascript/editor/instance1/fckeditor/editor/$entityPrefix/documento25392.html)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=451&idFormat=11&idInstance=1 UK - EUROPEAN TELESALES CONSULTANT, 03-09-2015**

**Main tasks:**Technical working primarily by telephone and secondary email, contacting numerous prospective customers daily to generate new business and then to secure repeat business, actively manage databases and collaborate on e-shots both in content, offering and following up via telephone to the prospect/customer  
**Requirements:**Understanding of customer service and relationship building, effective patient listener, able to take rebuttable politely and retain enthusiasm to achieve, able to be self-motivated and disciplined in hectic sales environment, ability to work on own initiative and make sound client recommendations to secure a sale, ability to deliver results within deadlines, competent user of IT, including MS Office and be able to work with company software, clear, confident communicator, both verbal and written, driven to achieve personal success while remaining a good team player  
**Renumeration details:** A training allowance of £650 a month will be provided to assist with accommodation and subsistence costs. Bonuses will be granted according to targets achieved.  
**How to apply:**[click here](http://www.placement-uk.com/ops/job-NEW.php?id=1662&job=European-Sales-Consultant)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=451&idFormat=11&idInstance=1 UK - SALES&MARKETING ASSISTANT, GERMAN SPEAKER, 03-09-2015**

**Main tasks:** Design and write marketing communications materials in English and German; translation of documents into German; translation of product manuals into German; maintenance of customer database and mailing based on this database; contact with trade media – submission of articles on selected topics; maintenance of new company’s website; contact with and support of customers both at distributor and at end-user level, answering enquiries by phone and email, customer order processing, general duties – telephonic, postal, reception of visitors and support of our new German office  
**Requirements:**Fluent English and German both written and spoken, studying for a Masters or Degree in Marketing or Business Administration with a major in Marketing or similar, strong interest and/or knowledge in the automotive industry, strong IT skills, mainly Microsoft Office, pleasant and confident telephone manner, pro-active attitude and logical, common sense approach  
**Renumeration details:**A training allowance of £700 per month will be provided to assist with accommodation and subsistence costs as there is an accommodation share (with another intern student) of a newly refurbished apartment (rent £370 per month all inclusive).  
**How to apply:** [click here](http://www.placement-uk.com/ops/job-NEW.php?id=1663&job=German-speaking-Sales-&-Marketing-Assistant)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=451&idFormat=11&idInstance=1 UK - PR AND MARKETING EXECUTIVE, 31-07-2015**

**Main tasks:** Liaising and networking with a range of stakeholders including customers, colleagues, suppliers and partner organisations. Engaging with National press reporters to secure interviews for company directors on education based matters. Engaging with high profile events and awards to try and secure speaking slots and or awards for company and the directors. Managing the production of marketing materials, including emails, leaflets, posters, flyers, newsletters, e-newsletters. Writing and proofreading copy and managing company website including updating news stories. Liaising with designers and printers. Organizing photo shoots and arranging the effective distribution of marketing materials. Maintaining and updating customer databases. Organising and attending events such as conferences, seminars, receptions and exhibitions. Sourcing and securing sponsorship. Conducting market research, for example using customer questionnaires and focus groups. Contributing to, and developing, marketing plans and strategies. Managing budgets and evaluating marketing campaigns as well as monitoring competitor activity. Supporting the Directors and other colleagues. Develop and implement a marketing and sales plan that will successfully launch the company’s services into the German market based on an undertaken research.  
**Requirements:** Excellent English skills both verbal and written. Following a degree in Business and Marketing. Good IT skills including Word, Excel and PowerPoint. Courteous, friendly and has positive outlook and approach. Shows discretion, confidentiality and professionalism at all times.  
**Remuneration details:** A training allowance of £700 per month plus incentives will be provided to assist with accommodation and subsistence costs.  
**How to apply:** [click here](http://www.placement-uk.com/ops/job-NEW.php?id=1648&job=PR-and-Marketing-Executive)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=451&idFormat=11&idInstance=1 UK - MARKETING AND SALES ADMINISTRATION MANAGER, KENILWORTH, 31-07-2015**

**Main tasks:** sales, marketing and office administration management, responsibility for putting a monthly member’s digital magazine together. Sales Administration: this is the main part of the job and is a big responsibility; you will do everything after the advertising deals have been closed; invoicing, preparation of order confirmation paperwork, chasing payments, advert contents and confirmations from clients, working with graphic designer, proofing adverts to clients for approval, sending amendments and the final advert back and forth, page and layout planning, credit control, proofing and approval of design, etc. Updating of web site advertising area: uploading and removing adverts, advising clients etc. Marketing and E-marketing: overseeing and executing targeted e-mail marketing campaigns to members and clients (using MailChimp), finding new prospects etc. Liaison with UK and international clients in a B2B (business to business) environment. Databasing of all new enquiries and setting of sales activities (via Sage Act! CRM system). Registration of new members. Logging of new sales enquiries, and assigning leads to sales staff. Payment processing and bank reconciliations. Generally assisting and working closely with Managing Director, Sales Director and Sales Manager Liaise with members, clients and suppliers. You will also receive training and further your skills in contemporary office software (Act!, Sage accounting, MS Office, Adobe Photoshop, MailChimp, etc.)   
**Requirements:** excellent written and spoken English, excellent attention to detail, confident telephone manner, ability to work professionally, quickly and accurately whilst under pressure, self-motivation, pleasant personality, must like working with people, ability to communicate with accuracy and clarity in both verbal and written communications, strong IT skills, MS Office etc., must be eligible for the Erasmus scheme.  
**Remuneration details:**The successful candidate will receive a cash allowance of £700 (GBP) per month. The successful candidate will be provided with accommodation in Kenilworth. This is at a locally competitive rate of between £300 and £350 per month plus share of bills. The flat will be shared with up to 3 other international placement students and is very close to your place of work. This will be compulsory.  
**Starting date:** 28th September 2015  
**Duration:** 6 months  
**How to apply:** [click here](http://www.placement-uk.com/ops/job-NEW.php?id=1644&job=Marketing-&-Sales-Administration-Manager)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=451&idFormat=11&idInstance=1 UK - INTERNSHIP AT ACCESS NETWORKS SOLUTIONS LTD, LONDON, 29-07-2015**

**Main tasks:** installation of range of Sage products onto customer networks, consultancy on Sage product range, telephone support, software development to add additional functionality, Web site designs and enhancements for customers, marketing includes an account management role, telesales to existing Sage customers, advising customers on new product releases, advising customers on the benefit of upgrading to new version, cross selling products to existing customers, using Sage Accounts Finance program to update customer and supplier information on products sold and payments made and received.

**How to apply:** chris@accessnetworks.co.uk

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1010&idFormat=11&idInstance=1 FRANCE - INTERNSHIP AT CHAMBER OF COMMERCE, MARSEILLE, 28-07-2015**

**Type of work:** Assistant for trade fairs in Italy  
**Main tasks:** administrative tasks; realization of marketing and communication documents; follow-up on clients; translations; organizations of International trade fairs in Italy by following the ISO9001 certification; assistance to French and Italian companies in each step of their   
participation to the CCIFM events.   
**Requirements:** prefered field of studies: economics, good knowledge of French, Word, Excel, Power Point. The trainee should be able to listen and to convince his/her interlocutors. Furthermore he/she has a good manner of speaking and he is enthusiastic and rigorous.  
**Duration:**3 to 6 months **Start day:** 15 september 2015- 1 october 2015  
**How to apply:** sending CV and motivation letter (preferably in French) to promotion3@ccif-marseille.com

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=1004&idFormat=11&idInstance=1 POLAND - JUNIOR RECRUITMENT SPECIALIST, CRACOW, 28-07-2015**

**Main tasks:**Candidate pre-qualification (CV screening, Skype and phone screening interviews); building strong positive relations with candidates; promoting brand on polish market; supporting recruitment activities for other countries; Social Networks management; candidate application management; Web content editing, translations; partner sourcing; updating internal database; weekly WEB meetings; monthly LIVE meetings.  
**Requirements:**  Erasmus Plus or any other grants; fluent English, additional language will be an asset; good knowledge of social networks management (LinkedIn, GoldenLine, Facebook, Xing, etc); flexibility, with an ability to adapt to changing schedule of tasks; strong interpersonal skills and proactive approach; strong motivation for development in recruitment area; good knowledge of MS Office;  
**Benefits:** working ONLINE from home; flexible working time; opportunity of personal development in a multinational environment.  
compensation: no financial compensation but bonus related with candidates placed; years of experience required: no.  
**Duration:** 4 mnoths  
**How to apply:** [click here](https://traineexpert.com/job/wipjobs-cracow-junior-recruitment-specialist/)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=513&idFormat=11&idInstance=1 LATVIA - FINANCE INTERNSHIP, RIGA, 28-07-2015**

**Main tasks:** Assisting Accounting department with daily tasks; helping with financial documentation and related activities; executing transactions related to Accounts Payable/Accounts Receivable.  
**Requirements:** Finance or Accounting related field of studies; good English language knowledge (level C1) ; good knowledge and experience in MS Excel; sense of responsibility, loyalty and attention to details; interest to learn and get new experience.  
**Duration:**4 months  
**How to apply:** [click here](https://traineexpert.com/job/atea-global-services-riga-latvia-finance-internship/)

**http://www.unipv.eu/acm/jsp/photo/imageRedirect.jsp?idPhoto=993&idFormat=11&idInstance=1 GERMANY - TRAVEL COORDINATOR & SOCIAL MEDIA MARKETING, WUPPERTAL, 23-07-2015**

**Job description:** The intern will be responsible to plan, organize, advertise and conduct trips throughout Europe, especially tailor-made for   
international students living. The intern will visit many international cities in the time of his internship.  
**Requirements:**Knowledge of social media channels, Touristic skills, Leadership abilities, Break-even-Analysis and so on, preferred field of studies: Business, Marketing, Tourism, Languages, Communication; language skills: Excellent written and spoken English (minimum B2), fluency in another European language is beneficial (knowledge of German language is preferable). Basic Knowledge of Microsoft Office. Ability to work in team and under stressful situation, ability to lead large groups and to deal with people from different countries and cultural backgrounds.  
**Start day:** earliest: 01.10.2015 latest: 01.01.2016  
**Duration:** 3 to 9 months  
**How to apply:**bjoern.werner@pm2am.de  
[**Get more info**](http://documento25062.html/)