

Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION	
Name of organisation	Traducendo Company Limited
Address inc post code	55/1 Giuseppe Cali street, Ta'Xbiex, XBX1425, Malta
Telephone	+356 3550 0706
Fax	
E-mail	traducendo@traducendo.net
Website	www.traducendo.net
Number of employees	3
Short description of the company	We are a language services provider in 30 languages with an average annual turnaround of about euros 200k. Our main specializations are Enology, Sport, Legal and Business.
CONTACT DETAILS	
Contact person for this placement	Gabriele Bevilacqua
Department and designation, job title	CEO
Direct telephone number	+32 488 052464 (until 15/1/2013)
E-mail address	traducendo@traducendo.net
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Gabriele Bevilacqua, traducendo@traducendo.net
Deadline for applications	31/01/2013
Application process	CV analysis and Skype interview.
Please provide as much information on the placement as possible – too much information is better than not enough!	
PLACEMENT INFORMATION	
Department, Function	Assistant Project Manager
Location	El Palmar de Vejer, Vejer de la Frontera, Andalucia, Spain
Start Date	01/03/2013
Duration	6 months (24 weeks)
Working hours per week	30
Description of activities, tasks	To assist project managers and carry out small administrative tasks. Simple translation or proofreading task. QA tasks.
Accommodation (please select)	In the area is possible to rent small apartments or studios at very convenient price
Details of financial and "in kind" support to be provided	Traducendo will provide the trainee with working material (laptop, specific software...) for the period of the traineeship and provide concrete help for accommodation.
Other	Ownership of a car (or at least a scooter) is recommended as the area doesn't offer good local transportations.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	B2 level of the following languages: English B1 level of German. Degree in translation studies is a plus. A more than basic knowledge of Spanish is recommended for everyday life in the area.

Computer skills and level of skills required	Must be experienced user of MS Office suite.
Drivers license	B
Other	Person must necessarily be proactive and interested in learning how a company works and is managed. A specific interest in the translation industry will be highly considered.