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## **MEP Granada – traineeship offer**

**Field:** Tourism, Marketing, Education, Political Science,

**Tasks to perform:** We would be interested in receiving a trainee to help us carry out touristic activities and administrative tasks. The trainee would be in charge of some of the following tasks/activities depending on their profile, skills, knowledge and attitude and according to the needs of our organization at that specific time:

-To search and create databases, which could be either potential or actual clients. In particular, the goal is to identify customers that are planning (or interested in) coming to Granada.

- To create and/or translate Spanish documents into English (or other languages the trainee knows) and viceversa. These documents will include information about Granada and Andalusian touristic destinations, an invitation letter and an introductory letter about the company.

-To do translations and web editing. To manage our web site, our Facebook page and all the aspects related to the public image of the company.

-To carry on and keep the communication with international contacts. This consists mainly of e-mailing or calling potential or actual clients to inform them of our services.

-To accompany clients to cultural visits. After training the trainee, it will also be their task to guide the groups around the city of Granada and to do the interpreting between them and the Spanish local people.

- To be responsible of groups during the trips organized outside Granada.

-To attend Spanish lessons and to evaluate linguistic skills and level of Spanish.

-To prepare the intermediate and final reports of the groups.

-To make web searches and create databases of accommodation, training placements, restaurants, collaborating organisations, etc.

**Months:** 3-6 months

**Hours a day:** 8

**Functional area:** Tourism, Marketing, Communications and International Relations

**Type of candidate sought:** Students or recent graduates

**Availability:** immediate

**Reimbursement type:** Erasmus + grant for Traineeships

**Internship location:** Granada, Spain

**Degree type:** 2nd cycle degree (Master), 3-year degree (Bachelor)

**Faculty:** Political Science, Translation, Communication, Marketing, Literature and Philosophy, Law

**Informatics skills:** Knowledge of Microsoft Office

**Languages** Spanish: intermediate

English: intermediate

**Social skills:** team spirit, communication skills, problem-solving skills flexibility, ability to adapt in multicultural environments