



Erasmus+ Traineeship

EMPLOYER INFORMATION	
Name of Organization	University of Murcia
UMU Contact Person and e-mail	EMILIO JIMENEZ GARCIA emiliojimenez@isen.es Director of Administration
UMU Address	ISEN Centro Universitario C/ Menéndez Pelayo, 8 30204 Cartagena – Spain
UMU Telephone	+34 968 50 53 13

ENTERPRISE JOB DESCRIPTION	
Name of enterprise	ISEN Centro Universitario, Facultad Adscrita a la Universidad de Murcia
Duration	3 months (January 15-March 15, 2020)
Working Hours	Part-time, 20 hours per week
Project Description	The Bilingual Secretary (Spanish & English) - Administrative Assistant at ISEN Centro Universitario will have to use his/her foreign language skills for a variety of administrative, clerical and secretarial purposes. He/She will carry out administrative work in Spanish and English.



Tasks of the Erasmus intern	Typical responsibilities would include: <ul style="list-style-type: none">+ hospitality and customer service+ answering telephone calls/taking messages in both languages;+ handling emails in both languages;+ updating the website+ promoting ISEN Centro Universitario on social networks+ organizing meetings;+ assisting secretarial and administrative staff in tasks+ translating documents from English into Spanish and vice versa;+ acting as an interpreter;+ typing/word processing;+ maintaining diaries/arranging appointments;+ filing;+ managing databases
Requirements	<i>Minimum level B2 in Spanish</i> Formal academic qualifications are not required, although a degree or courses in Administration, Languages, Business or Management may prove advantageous. Typing, word processing and/or shorthand qualifications, customer service or commercial work experience can also be useful.
What do we offer	Although we do not offer financial compensation, we do offer our interns the possibility to attend free classes, excursions and workshops in any of our language courses offered. We are also happy to help them find accommodation and activities in Cartagena as well as help develop any other specific professional skills they are interested in acquiring during their stay.



Website	https://www.isen.es
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