



**M.E.P. Europrojects Granada<sup>®</sup>, S.L.** is a private training organisation mainly aimed at training activities (supportive training courses for primary and secondary school students and foreign language courses) and with a long experience in participating within European projects, specially Erasmus+ KA1 projects, European Social Fund projects, Regional projects and many other project types. M.E.P. Europrojects Granada<sup>®</sup>, S.L. is an organisation made up of a highly qualified and experienced team of professionals with a large experience in training activities and participating in many different European projects with countries from all around Europe and in many varied fields. We are interested in receiving trainees for helping us within the European project department of our organization.

### Requirements:

- At least basic level of English
- At least basic level of Spanish
- Communication and social skills
- Ability to work in team
- Schedule flexibility

Main trainee's tasks would be to help us in touristic activities as well as administrative tasks. Depending on trainee's profile and skills, and according to the needs of our organization at that specific time the trainee would be in charge of some of the following tasks/activities:

- 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 vice versa. 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 for 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.

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