

1. DETAILS OF THE COLLABORATING INSTITUTION

Department:	Export Department	Company field:	Customs & Logistics
Position available:	Administration Assistant	Location:	Port of Valencia
Size of the company: Small <u>Less than 15 workers</u> X / Between 15 and 35 / Between 35 and 100 / More than 100 workers			
Company profile: Logistic profiled company situated near the port of Valencia. The company is dedicated to clearance, reception and sending goods via any communication track, therefore dealing with customs. They are cooperating for instant with companies like Talent Express Line Bangkok, Seastar Logistics, AOS-AIR Ocean shipping Taiwan, and Meridian Circle Malaysia.			

2. DETAILS OF THE INTERNSHIP PROGRAM

Dates available:	All year around	Minimum length:	3 months
Nº of hours at week:	35 h.	Schedule:	8.00- 15.00
Language required 1:	Spanish	Language required 2:	English
Amount provided:	No.	Number of posts:	2

Studies required: Studies related to (international) business, administration; Driver's License B-1 recommended

Job description: The intern will perform typical office work (answering phone calls, making copies of documents, working with the computer). It is possible to change the full-time into a part-time job. The food expenses during working hours can be agreed on previously and be paid by the company. The intern will also have access to a company car.

- A more detailed job description is given by a former intern as follows:

1. Prepare Files

Go through files and pull out, order, and copy all necessary documents for customs, the client, and the company.

Use the Taric Traditional computer program to print all required documents: DUAS, C-10, and DV1

Verify that all documents needing approval are signed and stamped by the appropriate employee

Separate all documents needed by customs, stamp them with their corresponding numbers, and file them

in storage

2. Archive Old Documents for Customs Approval

Organize all documents in numerical order

Verify that all forms are correctly stapled and signed

File documents into already existing boxes, or create new boxes and store them according to the system

Use Taric to find client names and numbers so that original copies of Facturas, Bill of Lading, or other documents can be appropriately filed and stored

3. Input Client Information into the Database program (Taric)

Go through files of new clients and input relative information into Taric Traditional

This requires me to go through invoices, Bills of Lading, and other relative documents so that I can input all relative information about each client and their past transactions importing and exporting with the company.