

Department:	Import and Export	Company field:	Major Commerce
Position available:	Assistant in Administration and Export Departments	Location:	Paterna, Valencia

Size of the company:  
 Less than 15 workers / Between 15 and 35 / Between 35 and 100 / More than 100 workers **X**

Company profile:  
 The company is one of the most important ones dealing with import and export in Valencia. The company is relatively big, as it consists of 105 workers. It produces the elevators for the domestic use in the international field. The company is dedicated to the production and distribution of the elevators and the pieces of elevators, as well as designing them. The company also deals with modernization of the old elevators and production of the elevators for special purpose. The company has established its position in both Spanish and Portuguese market as the one of a leader due to the design and distribution.

**1. DETAILS OF THE INTERNSHIP PROGRAM**

Dates available:	All year around	Minimum length:	Min. 6 months
Nº of hours at week:	40 h	Schedule:	8.00 – 14.00/ 16.00-18.15
Language required 1:	English	Language required 2:	French, German
Offered help:	No.	Posts available:	1

Studies required:  
 Degree in business or/ and marketing. The knowledge of English required, as well as French or German.

Job description:  
 The student will be involved in translating the texts, studies of the market, search for new clients and dealing with them on the telephone, organization of the business trips, etc. The students will be mainly responsible for the administrative tasks.