



Job vacancy: Traineeship as Responsible for External Relations (Spain)

Number of available position: 1

General information:

Location: **Ancona, Italy**

Form of employment: **full time traineeship**

Duration: **6 months**

Net monthly wage (Euro): **400**

Start date: **15/06/2017**

Job description:

Traineeship at an Italian company providing advisory services for companies and professional courses for graduates (Master, Executive Master and Campus). The headquarter is in Ancona, but there are offices in: Verona, Parma, Bologna, Florence, Rome, Naples, Foggia, Bari, Sassari and they are about to open in Turin and Catania. The intern will be part of the Management Academy of the Group, the one in charge of the professional courses. In 2016 they had 196 masters with 2116 students. After the courses most of the students are placed in companies in Italy and abroad for an internship. Last year they activated 654 internship and at the end of them the 92% of the students has been hired. They have collaborations with foreign institutions: the Dublin City University in Dublin and Tandem – Escuela Internacional Madrid in Madrid in order to allow the students to attend both English and Spanish courses. The intern will have the opportunity to work in the headquarter in order to develop the activities of the Group in Spain.

Main tasks:

- Market analysis
- Research and management of the relations with Spanish companies, Spanish Universities, Italian Institutions in Spain (Italian Embassy, Italian Commercial Chamber)
- Promote occupational and geographical mobility and improve job matching between Spanish companies and Italian students
- Translation of the website from English into Spanish

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Requirements:

- ✓ **General requirements:**
 - EU28 + Norway or Iceland citizenships
 - Residence in a EU28 country + Norway or Iceland (outside Italy)
 - Registered on EUJOB4EU Platform with a complete CV in English
- ✓ **Language knowledge:**
 - Spanish: mothertongue
 - English: fluent (both oral and written)
- ✓ **Other specific requirements:**
 - Bachelor's Degree in Economics or Foreign Languages
 - Problem solving and analytical capability
 - Negotiation and influencing skills
 - Possesses intellectual curiosity; brings insight into the team/business

Procedure to participate in the selection:

To participate in the selection, the first step is the **registration on EUJOB4EU Platform**. The CV inserted must be written in English and COMPLETED in all the fields. Once you are registered and you have COMPLETELY filled in your CV, please contact us by using the contact form on our website or by sending an email to jobmobility@cittametropolitanaroma.gov.it, indicating "**Traineeship Ancona - Italy**" in the object. Only candidates registered, with a complete CV and responding to the requirements will be contacted for the selection.