

COMPANY PROFILE



INSTITUTO
HISPÁNICO
DE MURCIA

SPANISH & MORE SINCE 2000

Instituto Hispánico de Murcia www.ihdemu.com is a small international Spanish language school for foreign students located by the Mediterranean Sea.

Language teaching, accommodation and social & cultural activities are our scope of work.

Established in 2000.



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WHY THE IHM WORK EXPERIENCE SPAIN PROGRAMME?

- Experience Spain by living and working with Spaniards and other international people.
- Gain confidence, independence, maturity, communication and valuable lifelong skills that will broaden your horizons and your future career.
- Desire to spend your time doing something that truly makes a difference in the lives of other people.
- Desire to build a career in which success and recognition are based on performance.

TASKS: EXAMPLES OF PROJECTS IN WHICH YOU CAN PARTICIPATE:

Administrative office organization

Marketing communication plan
Conducting market research in your country

Contribute to product promotion

Community manager

Create and/or set up new products



Relevant text writing/translating

SEO activities / expert

ICT (information and communications technology)

Writer/editor for the internet department

PPC / SEM Account Manager

Web Marketer

Webmaster

Course Counsellor

REQUIREMENTS

We are looking for a very special person to be the first voice our clients hear. We're eager to talk with you if you have the following attributes:

Good knowledge of English and a good command of Spanish is required, and any other language apart from the ones mentioned would be a plus. You will be selling in these languages. Those who don't have a good command of Spanish won't be considered.

Excellent communication skills: speaking, writing and above all, listening. A warm and compelling telephone presence.

Commitment to exceptional customer service and the ability to create a customer experience that exceeds client expectations. Success in a sales position is highly valued.

BS or BA in Languages, Communications, Translation, Marketing or Business preferred.

Willingness to take initiatives and learn from experience.

Results-oriented, driven not just to work hard, but to invest your time and energy where they are most likely to bring results.

We request students with a great ability to work in a team as this job requires a great contact with international students.

FIELDS OF STUDY

Students with the following background/education would be beneficial:

Marketing, Promotion, Social media, Leisure and event management, Tourism, Accounting, text writers/journalists, Information and communications technology (ICT), translation, international secretariat.

LANGUAGES

Minimum Spanish A2 and minimum English B1. Other languages will be valued.

SKILLS

PC/Mac, Internet search, Photoshop/Illustrator or similar.

MONITORING AND EVALUATION PLAN

Closely monitored by members of staff.

TRAINING PERIOD

Minimum 3 months any time of the year. Longer periods will be more than welcome.

AVAILABLE POSTS

CONTACT PERSON IN THE PARTNER INSTITUTION:

Name: Mr Felipe Espada-
Aznar

Phone number:
+34 968 900 325

Address: C/ Enrique Villar,
13, 1º C, 30008 Murcia
SPAIN

E-mail: felipe@ihmurcia.es

Function: Managing Director

ORGANIZATION

Number of permanent staff in
the department hosting the
student: 6 people

Number of other
students/trainees hosted at
the same time in the
department hosting the
student: from 1 to 4 people

Normal working hours /week
(overtime should not be the
rule): 40 hours a week.

TIMETABLE

Available timetable
according to time of the year:
- 09:30 h to 14:00 & 17:30 h to
21:00 h
- 09:00 h to 16:30 h
- 13:00 h to 21:00 h.

There will be time for lunch.

BENEFITS

Trainees will not receive economic contribution in kind for their placement. If their Spanish level is lower than A2 , **they will have Spanish lessons in return for FREE.**

Our accommodation department will help candidates to find a place to live (mainly students´ shared apartment) according to their needs and budget.

CONTACT

Please send cv and letter of interest in Spanish to info@ihmurcia.es, available period and a skype address for an interview.

Thanks for your interest,

We would love you to be part of our team!



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