



HOST ORGANISATION INFORMATION	
Name of the company	Underwriters Laboratories Ibérica, S.L.
Address	Av. Diagonal 407, 4 ^º 1 ^ª 08008
City	Barcelona
Country	Spain
Website	ul.com
Short information about the company	<p>UL is a global independent safety science company with more than a century of expertise innovating safety solutions from the public adoption of electricity to new breakthroughs in sustainability, renewable energy and nanotechnology. Dedicated to promoting safe living and working environments, UL helps safeguard people, products and places in important ways, facilitating trade and providing peace of mind.</p>

INTERMEDIARY ORGANISATION INFORMATION	
Name of the company	Trainee+Up
Address	Calle Bailén, 11 Bajos 08010
City	Barcelona
Country	Spain
Website	www.traineeup.com/en
Short information about the company	<p>Trainee+Up is an intermediary company designed by professionals working in the European educational programme sector.</p> <p>Our goal is to enable students gain practical skills in the workplace which will strengthen their future career prospects.</p> <p>Trainee+Up additionally offers an orientation service completely free of charge for international students in order to assist them during their period of stay abroad.</p>

ERASMUS+ PLACEMENT INFORMATION	
Department	Administration
Function	Administrative assistant for International Commerce Department
Address	Underwriters Laboratories Ibérica, S.L.
Description of activities	<ul style="list-style-type: none"> - Update and organise database of potential international customers. - Analyze information for future acquisitions of new international customers. - Marketing assistance for international fairs.

	- Report daily progress on the tasks developed and share feedbacks with different international based departments.
Placement duration	3-4 months
Beginning of training	September 2016
Weekly working hours	40 hours/week from Monday to Friday
Accommodation	Not provided
Financial support	330 €/month + Daily subsistence allowance.

REQUIREMENTS	
Educational background	Business Administration / Secretarial and office work
Experience requirements	Not required
Language competences	English advanced
IT Competences	Working knowledge of Microsoft windows application. Knowledge of Outlook and Excel are an advantage.
Social competences	Able to communicate effectively at all levels & team working.
Driving licence	N/A

APPLICATION	
Please send your CV and Motivation Letter in English through the on-line application form. No other application procedures will be considered.	
Traineeship offer	Administrative assistant for International Commerce Department
On-line application	http://www.traineeup.com/en/students/traineeship-offers/