

HOST ORGANISATION INFORMATION	
Name of the company	Key Barcelona Apartments
Address	Carrer Diputació, 294 08009
City	Barcelona
Country	Spain
Website	http://es.keybarcelona.com/
Short information about the company	<p>We are a vacational apartment and short-term rental agency in Barcelona, Spain.</p> <p>We have carefully selected the properties in the centre, all furnished and equipped to make you enjoy all the necessary comfort during your stay in the Catalan capital.</p> <p>Since January, we are “student rooms” rental agency as well.</p> <p>The company’s young and dynamic team has experience working and is willing to share expertise with the upcoming work force.</p>

INTERMEDIARY ORGANISATION INFORMATION	
Name of the company	Trainee+Up
Address	Calle Bailén, 11 Bajos 08010
	Barcelona
Country	Spain
Website	www.traineeup.com/en
Short information about the company	<p>Trainee+Up is an intermediary company founded 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	
Sector	Tourism and Hospitality / Business Management



Function	Tourism and Property Management Assistant
Description of activities	<ul style="list-style-type: none">• Promotion of products, E-Marketing• Responsible of coordination of check-in / check-out• Taking care of students visit (student rooms to rent)Managing /helping guests with their requires• Engaging with clients on the telephone / Selling Customer services (Shuttle, Food Pack.)• Dealing with incoming email• Preparing and supervise check-in / check-out• Communication with clients through different platforms and media• Organisation of invoicing, payments management
Placement duration	Minimum 4 months
Beginning of training	Flexible start date between June / July 2017
Weekly working hours	40h during weekdays
Accommodation	Not provided
Financial support	315€
REQUIREMENTS	
Educational background	University students in Marketing / Tourism Management / Administration / Management
Experience requirements	Not required, however a pro-active attitude is a must
Language competences	English spoken + other language
IT Competences	Working knowledge of Microsoft Windows software
Social competences	Motivated, responsible, organised, independent, flexibleEfficient communication, open-minded and involved.
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	Tourism and Property Management Assistant Traineeship
On-line application form	http://www.traineeup.com/en/students/traineeship-offers/