



HOST ORGANISATION INFORMATION	
Name of the company	Underwriters Laboratories Ibérica, S.L.
Address	Av. Diagonal 407, 4ª1ª 08008
City	Barcelona
Country	Spain
Website	ul.com
Short information about the company	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.
ERASMUS+ PLACEMENT INFORMATION	
Department	Administration
Function	International Business Assistant in Barcelona
Description of activities	<p>The area that you will be working on is the Global Market Access department. This department supports customers in obtaining product approvals around the world.</p> <p>Your Role in the department will include the following tasks:</p> <ul style="list-style-type: none"> - Support the customer’s applications to individual regulatory authorities globally - Support the sales process across local EMEALA teams - Researching the requirements for new technologies globally. - Keeping abreast of regulatory changes around the world - Tracking the impact of electrical safety standard for audio, video and similar equipment (62368) on global certification. - Develop and maintain regulatory databases - Create, 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	Minimum 4 months.
Beginning of training	Flexible
Weekly working hours	40 hours/week from Monday to Friday



Accommodation	Not provided
Financial support	330 €/month and Lunch Vouchers

REQUIREMENTS	
Educational background	University students in Business Administration / Marketing / Electronics Engineers
Experience requirements	Not required
Language competences	Fluent in English. Spanish & Arabic are a plus.
IT Competences	Working knowledge of Microsoft windows application. Knowledge of Outlook and Excel. An interest in electronics or technology will be a plus – however having an electronics degree/engineer is not essential.
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	International Business Assistant in Barcelona
On-line application	http://www.traineeup.com/en/students/traineeship-offers/