



HOST ORGANISATION INFORMATION	
Name of the company	Top Barcelona Apartments
Address	Rambla Catalunya, 77 1 ^o 1 ^ª B
City	Barcelona
Country	Spain
Website	www.top-barcelona-apartments.com
Short information about the company	<p>Top Barcelona Apartments is a family property rental company located in Barcelona with great experience in the tourism and service industry.</p> <p>The company's young and dynamic team has experience working with trainees and are willing to share their expertise with the upcoming work force.</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	
Sector	Lodging sector
Function	Marketing and Tourism Hospitality
Address	Rambla Catalunya, 77 1 ^o 1 ^ª B
Description of activities	<p>The working activities will be distributed in two main topics:</p> <ol style="list-style-type: none"> E-marketing: <ul style="list-style-type: none"> Community Manager Promotion of products Social Media & Blog Administration



	<p>2. Tourism Hospitality:</p> <ul style="list-style-type: none"> - Responsible of check-in / check –out functions - Engaging with clients on the telephone - Dealing with incoming correspondence to administration email address.
Placement duration	4 months – 6 months
Beginning of training	June / July 2015
Weekly working hours	35 hours/week with 2 days off/week. Flexibility to work on weekends.
Accommodation	Help in finding accommodation
Financial support	250€/month
Other information	--

REQUIREMENTS	
Educational background	Marketing / Tourism
Experience requirements	Pro-active and enthusiastic to learn team player
Language competences	English – advanced, Spanish – comprehensive although certificate not necessary
IT Competences	Working knowledge of Microsoft windows application. Photoshop, Social Media Marketing and Wordpress are an advantage.
Social competences	Able to communicate effectively at all levels, open-minded, proactive and extrovert.
Driving licence	N/A
Others	The company provides a bicycle rental card to support work activities.

APPLICATION	
Please send your CV and Motivation Letter in English to the following address. No other application procedures will be considered.	
Contact person	Ms. Claudio Delgado
Position	Logistic Project Coordinator
Email	info@traineep.com
On-line application	http://www.traineep.com/en/students/traineeship-offers/
Email subject	Marketing for hospitality and tourism – Starting June 2015