



HOST ORGANISATION INFORMATION	
Name of the company	Underwriters Laboratories Ibérica, S.L.
Address	Av. Diagonal 407, 4 ^ª 1 ^ª 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.

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 & International Commerce Research
Address	Underwriters Laboratories Ibérica, S.L.
Description of activities	<ul style="list-style-type: none">- Update and organise database of potential international customer.- International customer acquisition.- Marketing assistance for international fairs.
Placement duration	3 – 4 months. Possibility of extending the traineeship period.



Beginning of training	June 2015
Weekly working hours	40 hours/week from Monday to Friday
Accommodation	Help in finding accommodation
Financial support	330 €/month
Other information	Daily subsistence provided

REQUIREMENTS

Educational background	Business Administration / International Commercial Trade / International Relations
Experience requirements	Not required
Language competences	English advanced - although certificate not necessary.
IT Competences	Working knowledge of Microsoft windows application. Knowledge of Outlook and Excel is an asset.
Social competences	Able to communicate effectively at all levels & team working
Driving licence	N/A
Others	--

APPLICATION

Please send your CV and Motivation Letter in English to the following address. No other application procedures will be considered.

Contact person	Ms. Mireia Rodrigo
Position	Academic Project Coordinator
Email	info@traineup.com
On-line application	http://www.traineup.com/en/students/traineeship-offers/
Email subject	Administration and International Trade traineeship