**Erasmus Student Work Placement in ABACO**

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| **INSTITUTION** | **Ábaco, Instituto Hispánico de Salamanca** (Spanish Language School for Foreign Students)[www.abacosalamanca.com](http://www.abacosalamanca.com) |
| **SHORT DESCRIPTION OF THE INSTITUTION** | Abaco Salamanca is a private language school founded in 2002, located in Salamanca. We are committed to provide language education on the highest standard. We prepare for DELE examination, PREPA/HEC students (France) and Business/Tourism Spanish. We have plenty of ERASMUS students along the academic year. We believe in small groups, friendly atmosphere and personal treatment. |
| **LOCATION** | Salamanca (Center-west Spain) Near Madrid and close to PortugalAddress: Cta. de la Encarnación, 41- Salamanca. (+34) 923 26 75 26  |
| **MAIN ACTIVITY OF THE PLACEMENT** | Manager Assistant  |
| **PLACEMENT OFFERED** | Administration, marketing and publicity, sales, contact with customers, organization of activities, excursions and entertainment programs, arranging transfers and accommodation for individuals and groups. |
| **STUDENT PROFILE** | - Advanced Spanish and English level (any other language would be an advantage)- Ability to work in a team as well as individually- Basic economics and marketing knowledge- Good Windows XP and Internet knowledge- Good social skills- Flexibility |
| **TYPE OF STUDIES** | Any relevant discipline |
| **LEVEL OF STUDIES** | Undergraduate or postgraduate student |
| **DESIRED SKILLS** | Professional, friendly and self-sufficient Flexibility in approach to workCapability of working in an international environment |
| **LANGUAGE** | **Fluent Spanish – written and spoken**Fluent in English and other language  |
| **NATIONALITY** | Any |
| **STARTING DATE** | Since September 2015 |
| **DURATION** | 6 to 12 months |
| **WORKING HOURS**  | 40 hours per week from 10:00 to 14:00 and 17.00 to 20.00 |
| **SALARY** | No financial contribution |
| **ERASMUS / LEONARDO GRANT** | To be applied by the home institution (or country) |
| **ACCOMMODATION** | In the University’s residences, shared flat or family(subject to availability)  |
| **DEADLINE** | Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p. |
| **CONTACT** | Ms Andrea Marcos - DirectorABACO INSTITUTO HISPÁNICOemail: info@ihdesa.comAddress:     C/ Cuesta de la Encarnación, nº41                  37007 Salamanca – Spain               Tel.: 0034 923 267 526 |