



HOST ORGANISATION INFORMATION	
Name of the company	Ambiance Incentives
Address	World Trade Center – Edificio Norte 313
City	08039 Barcelona
Country	Spain
Website	http://www.ambiance-incentives.com/
Short information about the company	Ambiance Incentives is a leading, privately owned Destination Management Company (DMC) in Spain, with broad experience in the meetings & incentive industry, offering its services all over Spain including the Balearic and Canary Islands, as well as in Andorra and Gibraltar.

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	Destination Management Company (DMC)
Function	Project and event management assistant
Address	World Trade Center – Edificio Norte 313
Description of activities	<p>The traineeship activities are divided in 2 main tasks:</p> <p>Project management assistance: engaging with clients on the telephone, dealing with incoming correspondence to administration email address, day-to-day management and administrative assistance.</p>



ERASMUS+ PLACEMENT INFORMATION

	Event management assistance: searching and processing information, get in touch with local providers, loading bookings, etc.
Placement duration	3 to 6 months
Beginning of training	Flexible start date
Weekly working hours	40 hours. Monday to Friday from 9.30h to 18.00h
Accommodation	N/A
Financial support	TBD

REQUIREMENTS

Educational background	Tourism management / Business administration
Experience requirements	Pro-active and enthusiastic to lean team player in destination management sector
Language competences	English and Spanish advanced
IT Competences	Good command of Microsoft Office (Word, Excel, Power Point) and Internet
Social competences	Creativity, flexibility and availability to work during the weekends if required
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	Project and event management assistant traineeship –Flexible start date
On-line application form	http://www.traineeup.com/en/students/traineeship-offers/