



HOST ORGANISATION INFORMATION	
Name of the company	Key Barcelona
Address	Carrer Diputació, 294 08009
City	Barcelona
Country	Spain
Website	http://es.keybarcelona.com/
Short information about the company	<p>With 5 years' experience in the tourism sector, Key Barcelona is a vacation apartment and short-term rental agency in Barcelona.</p> <p>Our friendly staff, young and dynamic, receives an international and varied customers throughout the year: families, groups of friends, events, business trips and students.</p> <p>Key Barcelona has experience working with trainees and are willing to share their expertise and welcome new students in the team.</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	Tourism & Hospitality / Business Management
Function	Tourism and Property Management Assistant
Address	Carrer Diputació, 294 08009 Barcelona, Spain



Description of activities	<ul style="list-style-type: none"> - Administration and Customer Service assistance: engaging with clients on the telephone, dealing with incoming correspondence to administration email address, loading and reviewing daily bookings, day-to-day management and administrative assistance. - Marketing and Sales assistance: promotion and launch of new lodging packets, research and acquisition of international customers, update information on the website and social media platforms.
Placement duration	2 – 6 months
Beginning of training	October 2015 onwards
Weekly working hours	35h – 40h
Accommodation	Not provided
Financial support	250€

REQUIREMENTS	
Educational background	Tourism Management & Hospitality / Business Management
Experience requirements	Not required however proactiveness is a must.
Language competences	English – advanced, Spanish – comprehensive.
IT Competences	Working knowledge of Microsoft windows application. Photoshop, Social Media Marketing and Wordpress are an advantage.
Social competences	Motivated, autonomous, flexible, responsible, open-minded and organized.
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	Tourism and Property Management Assistant – October 2015
On-line application	http://www.traineeup.com/en/students/traineeship-offers/