

COMPANY PROFILE

Instituto Hispánico de Murcia www.ihdemu.com is a small Spanish language school for foreign students located by the Mediterranean Sea. Language teaching, accommodation and social & cultural activities are our scope of work. Established in 2000.

Why the IHM Work Experience Spain programme?

- Experience Spain by living and working with Spaniards and other international people.
- Gain confidence, independence, maturity, communication and valuable lifelong skills that will broaden your horizons and your future career.
- Desire to spend your time doing something that truly makes a difference in the lives of other people.
- Desire to build a career in which success and recognition are based on performance.

TASKS: Examples of projects in which you can participate:

Administrative office organization

Marketing communication plan

Conducting market research in your country

Contribute to product promotion

Community manager

Create and/or set up new products

Relevant text writing/translating

SEO activities / expert

ICT (information and communications technology)

Writer/editor for the internet department

PPC / SEM Account Manager

Web Marketer

Webmaster

Course Counsellor

Requirements

We are looking for a very special person to be the first voice our clients hear. We're eager to talk with you if you have the following attributes:

- Good knowledge of English and a good command of Spanish is required, and any other language apart from the ones mentioned would be a plus. You will be selling in these languages. Those who don't have a good command of Spanish won't be considered.
- Excellent communication skills: speaking, writing and above all, listening. A warm and compelling telephone presence.
- Commitment to exceptional customer service and the ability to create a customer experience that exceeds client expectations. Success in a sales position is highly valued.
- BS or BA in Languages, Communications, Translation, Marketing or Business preferred.
- Willingness to take initiatives and learn from experience.
- Results-oriented, driven not just to work hard, but to invest your time and energy where they are most likely to bring results.
- We request students with a great ability to work in a team as this job requires a great contact with international students.

Fields of study

Students with the following background/education would be beneficial: Marketing, Promotion, Social media, Leisure and event management, Tourism, Accounting, text writers/journalists, Information and communications technology (ICT), translation, international secretariat.

Languages:

Minimum Spanish B1 and minimum English B1. Other languages will be valued.

Skills

PC/Mac, Internet search, Photoshop/Illustrator or similar.

Monitoring and evaluation plan

Closely monitored by members of staff.

Period of training

Minimum 3 months any time of the year. Longer periods will be more than welcome.

Available posts: 8

The contact person in the partner institution is:

Name: Mr Felipe Espada-Aznar

Function: Managing Director

Phone number: +34 968 900 325

E-mail: felipe@ihmurcia.es

Address: C/ Enrique Villar, 13, 1º C, Murcia SPAIN

Number of permanent staff in the department (team) hosting the student: 8 people

Number of other students/trainees hosted at the same time in the department (team) hosting the student: 10 people

Normal working hours /week (overtime should not be the rule): 09:00 h to 16:30 h or 13:00 h to 21:00 h. There will be time for lunch.

Students will not receive an economic contribution in kind for their placement.

Our accommodation department will help candidates to find a place to live (mainly students' shared apartment) according to their needs and budget.

**Please send cv and letter of interest in Spanish to felipe@ihmurcia.es ,
available period and a skype address for an interview.**

Thanks for your interest,

IHM team

Note of Caution:

We would like to confirm that **IHM** reserves the right to contact intern candidates, based upon the needs of the company, always guaranteeing that applicants' data is kept private and strictly protected.