



HEADED PAPER OF THE HOST ORGANIZATION

ERASMUS STUDENT PLACEMENT OFFER DESCRIPTION

Enterprise/Organization	
Name	Grupo Servipublic
Address (street, postal code, city)	C/José Pintor Arencibia Gil, 4 Las Palmas de G.C.
Country	Spain
Name and details of the person to be contacted (phone, fax, email)	Cristina Pulido cristina@servipublic.com +34928366230
Website	www.servipublic.com

Job description	
Number of requested people	2-4
Type of work	Marketing, Administration, Accounting
Description of tasks	<ul style="list-style-type: none"> - Accounting, billing, knowledge of new technologies, recruitment, analysis results campaigns, labor and tax issues ... - Marketing / advertising / events: creation, creative design, layout, implementation / monitoring, post-event reports, social networks. - Audiovisual production. - International relations
Competences to be acquired	<ul style="list-style-type: none"> - Create advertising products - Creation and organization of events - Development of organizational and communicational skills - Improving knowledge of Office - Planning and organization of marketing campaigns - Relations with media - Preparation of texts for e-mail marketing and organization of meetings.

Required periods	
Duration of training	From 4 months to 1 year maximum / 35 hours per week
Earliest and latest starting date	The whole year

Requirements for the students	
Preferred field of studies	Foreign languages, Communication Sciences, Marketing...
Language skills	Spanish
IT skills	Office, Outlook, Excel
Other knowledge and skills	Social Networks, audiovisual products, photos, graphic design.

Facilities guaranteed by the host enterprise	
Salary and benefits	No
Accommodation	No
Canteen	No