

# LOOKING FOR STUDENTS FOR ERASMUS PLACEMENTS



## ESTÁGIOS ERASMUS EM EMPRESAS\* ERASMUS PLACEMENTS IN COMPANIES\*

VÁ MAIS ALÉM COM A SUA EMPRESA!  
MAKE YOUR COMPANY GO BEYOND!

### PROTOCOLO PONTUAL OCCASIONAL AGREEMENT

NOME DA EMPRESA COMPANY NAME	CHASSIS BRAKES INTERNATIONAL BUSINESS SERVICES
PAÍS COUNTRY	PORTUGAL
REGIÃO REGION	LISBON
PÁGINA ELECTRÓNICA WEBSITE	<a href="http://www.chassisbrakes.com/">HTTP://WWW.CHASSISBRAKES.COM/</a>
RAMO DE ACTIVIDADE DA EMPRESA  ECONOMIC ACTIVITY FIELD	<b>Chassis Brakes International</b> is one of the world's three largest manufacturers of automotive foundation brakes and foundation brake components.  The company in Lisbon was recently built up in order to provide Business Services to the group – Shared Service Center. Starting with Accounting and Finance activities, the aim is to centralize European accounting services in Lisbon office.

\* Qualquer empresa do sector público ou privado que exerça uma actividade económica, independentemente da dimensão, do estatuto jurídico ou do sector económico em que opere, incluindo a economia social.

<p><b>ÁREAS DE ESTUDO (ISCED 97)</b> <b>STUDY AREAS (ISCED 97)</b></p>	<p>ECONOMICS OR BUSINESS MANAGEMENT OR ACCOUNTING OR FINANCE</p>
<p><b>PERFIL DO ESTAGIÁRIO ERASMUS</b></p> <p>(CONHECIMENTOS E COMPETÊNCIAS)</p> <p><b>ERASMUS TRAINEE PROFILE</b></p> <p>(KNOWLEDGE AND SKILLS)</p>	<p>FRENCH FLUENT SPEAKER MEDIUM LEVEL OF ENGLISH</p> <p>KNOWLEDGE ON ACCOUNTING PRINCIPLES COMMUNICATION SKILLS TEAM PLAYER COMMITMENT AND MOTIVATION PROFESSIONALISM</p>
<p><b>PLANO DE ESTÁGIO ERASMUS (PREVISÃO)</b></p> <p><b>ERASMUS PLACEMENT PROGRAMME (PREVISION)</b></p>	<ul style="list-style-type: none"> <li>- GET THE NECESSARY KNOWLEDGE ABOUT THE COMPANY AND THEIR ACCOUNTING PROCESSES</li> <li>- ANALYZE EXISTING DOCUMENTATION WITH SPECIFIC PROCEDURES PER COUNTRY FOR ACCOUNTING DEPARTMENT</li> <li>- PERFORM DAILY ACTIVITIES FROM ACCOUNTS PAYABLE DEPARTMENT: CHECK , TRACK AND SCAN RECEIVED INVOICES, VERIFY INVOICES RECEIVED IN THE SYSTEM, MATCH WITH EXISTING PURCHASE ORDER, PERFORM NECESSARY CLARIFICATIONS FOR POSTING WITH OTHER DEPARTMENTS, POST THE INVOICE IN THE SYSTEM</li> <li>- PERFORM QUALITY AND COMPLIANCE CONTROLS APPLICABLE TO MENTIONED ACTIVITIES</li> </ul>
<p><b>DURAÇÃO DO ESTÁGIO PLACEMENT DURATION</b></p>	<p>6 MONTHS</p>
<p><b>PERÍODO DE ESTÁGIO PLACEMENT PERIOD</b></p>	<p>STARTING IN NOVEMBER</p>
<p><b>OUTROS ASPECTOS OTHER ASPECTS</b></p>	
<p><b>IF YOU WANT TO DO AN ERASMUS PLACEMENT IN THIS COMPANY, PLEASE CONTACT</b></p>	<p><b>CONTACTOS DA PESSOAS RESPONSÁVEL NA EMPRESA</b>  <b>PERSON NAME: OLGA BAPTISTA</b>  <b>PHONE: 00351 967747668</b>  <b>E-MAIL: OLGA.BAPTISTA@CHASSISBRAKES.COM</b></p>