

1. DETAILS OF THE COLLABORATING INSTITUTION

Department:	Export Department	Company field:	Customs & Logistics
Position available:	Administration Assistant	Location:	Port of Valencia
Size of the company: <b>Small</b> Less than 15 workers <input checked="" type="checkbox"/> / Between 15 and 35 / Between 35 and 100 / More than 100 workers			
Company profile: The company is dedicated to clearance, reception and sending goods via any communication track.			

2. DETAILS OF THE INTERNSHIP PROGRAM

Dates available:	All year around	Minimum length:	3 months
Nº of hours at week:	35	Schedule:	8.00- 15.00
Language required 1:	Spanish	Language required 2:	English
Amount provided:	300 €	Number of posts:	2

Studies required: Driver's License B-1

Job description: The intern will perform typical office work (answering phone calls, making copies of documents, working with the computer) It is possible to change the full-time into a part-time job. The food expenses during work hours can be agreed on previously and paid by the company. The interns will also be disposing company's vehicle.

Date: 27/03/2007