

## Erasmus Student Traineeship in Spain

<b>EMPLOYER INFORMATION</b>	
Name of organisation	GRUPO TECOPY, S. L.
Address inc post code	28045
Telephone	(+34) 91 45 60 428
Fax	(+34) 91 53 48 720
E-mail	<a href="mailto:joseamolero@grupotecopy.es">joseamolero@grupotecopy.es</a>
Website	<a href="http://www.grupotecopy.es">http://www.grupotecopy.es</a>
Number of employees	120
Short description of the company	GRUPO TECOPY is one of the leading companies, carrying out studies, projects and technical assistance, in the area of Civil and Industrial Engineering as well as Communication Solutions and access to Internet information using Geographic Information Systems (GIS).
<b>CONTACT DETAILS</b>	
Contact person for this placement	JOSÉ ÁNGEL MOLERO GONZÁLEZ
Department and designation, job title	INTERNATIONAL DEPARTMENT. INTERNATIONAL ASSISTANT MANAGER
Direct telephone number	(+34) 610 499449
E-mail address	<a href="mailto:joseamolero@grupotecopy.es">joseamolero@grupotecopy.es</a>
<b>APPLICATION PROCEDURE</b>	
Who to apply to (including contact details)	<a href="mailto:joseamolero@grupotecopy.es">joseamolero@grupotecopy.es</a>
Deadline for applications	01/12/2014
Application process	Send CV to indicated email address
Please provide as much information on the placement as possible – too much information is better than not enough!	
<b>PLACEMENT INFORMATION</b>	
Department, Function	International department
Location	Madrid
Start Date	12/01/2014
Duration	To agree with candidate
Working hours per week	8 hours
Description of activities, tasks	<ul style="list-style-type: none"> <li>- Detection of international business opportunities in field of engineering: international tenders</li> <li>- Searching for international partners</li> <li>- Support in the elaboration of bids: layout, law, administrative, taxes.</li> <li>- Support for translations into English and French</li> </ul>
Accommodation	
Details of financial and “in kind” support to be provided	
Other	
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of	Advanced Spanish. Advanced French and/or advanced English.

competence required	
Computer skills and level of skills required	Microsoft office package.
Drivers license	No
Other	