

EMPRESA / COMPANY					DATOS DE LA PRÁCTICA / PLACEMENT INFORMATION												
La oferta de prácticas se renueva semanalmente; al inicio del cuadro se incluyen las nuevas ofertas. The placement is renewed weekly; the new jobs are included at the beginning of the table.																	
Empresa/Organización / Company Organization	Persona de contacto / Contact person	E-Mail	Idioma de contacto / Contact language	Página web / URL web site	Plazas ofertadas / Total Demand	Departamento / Department	Sector / Sector	Área de estudio preferida / Preferred field of studies	Breve descripción de la práctica / Task description	Idioma de trabajo / Working language	Ciudad de la plaza / City (workplace)	País de la plaza / Country (workplace)	Oferta permanente / Permanent demand	Fecha límite de inscripción / Starting date	Duración / Length	Documentos a aportar / Required documents	Otros comentarios / Additional remarks
OFERTAS DISPONIBLES / AVAILABLE JOBS: 39																	
3iB Ltd	Tania	tanvi@3ib.uk	English	http://www.3ib.uk/	5	Services	Business Administration	Internship which will allow the interns to experience all the departments in the company, as in these 6 months the interns will be transitioning within departments (HR, Operations and Finance)	English	Sandton	United Kingdom	Yes	13th of June, 2016	6 months			
MM Barcoding Ltd	Paul Challinor	hr@mmbarcoding.com	English	www.mmbarcoding.com	10		Economics	Internship		English	St Helens	UK	Internship	July 2016	3-6 months	CV	Internships: HR, Finance, Marketing, Supply Chain, IT.
EC Ltd	Erika Yin	erikayin@ecanglish.com	English	www.ecanglish.com	3	Operations	IT/Institution	Business administration and management	Helping with the running of the operations of an English language school. This includes but is not limited to helping with the running of the student services department. Helping with student queries and problems, supporting the accommodation department, updating and managing the social media platforms used by the company and the school, advertising and selling activities. Also an opportunity to help in the academic department.	English	Oxford	UK	Yes	ASAP	Minimum 3 months	CV	Applicants should be enthusiastic and have a willingness to learn. They should be interested in working in an international workplace and be sensitive towards cultural differences. This is an UNPAID internship. Temporary accommodation can be provided at reduced cost. Transport to and from accommodation will be provided by the school.
British International School	Camilla Alibelli	hr.manager@bibs.net	English	www.bibs.net	3	sales and marketing	Educational	Marketing, Business, sales, languages	Analyzing and researching the target market. Working in our call centre, contacting prospective customers in the school's mother tongue language or in English. Planning and setting up new strategies to enhance the partnerships with agents. Interacting directly with potential, new or existing clients. Promoting and services.	English	London	United Kingdom	yes	May	Min 3 months	CV	The internship is unpaid. We offer English lessons and discount for the school card.
British International School	Camilla Alibelli	hr.manager@bibs.net	English	www.bibs.net	3	Finance	Educational	Finance, Sales, Languages.	Resolving face to face, telephone and email queries. Performing administrative activities. Analyzing weekly profits and percentage of covered costs based on the past weeks sales. Updating financial data in the sage software.	English	London	United Kingdom	yes	May	Min 3 months	CV	The internship is unpaid. We offer English lessons and discount for the school card.
British International School	Camilla Alibelli	hr.manager@bibs.net	English	www.bibs.net	3	Tourism	Education	Tourism, Banking and Guide Department	Planning and setting up new strategies to enhance the partnerships with suppliers. Interacting directly with potential, new and existing suppliers. Developing and maintaining suppliers' relationships, making and confirming bookings. Promoting and selling tourist services. Welcoming tourists and students at the airport and accompanying them throughout the London. Looking after and assisting incoming groups of students and individual tourists.	English	London	United Kingdom	yes	May	Min 3 months	CV	The internship is unpaid. We offer English lessons and discount for the school card.
Texas Instruments	Victor Sanz	v.sanz@ti.com	English	http://www.ti.com/	3	Sales Operations	Semiconductor, digital and analog processor market	Economics / Business	Supporting areas of Asset Management, Customer Service, Supply Chain Management, Business Marketing and Distribution Quoting	English	Freising	Germany	No. Option to apply to a permanent position after the internship	May	12 months	CV	Apply via www.ti.com/students/jobs/061628/ before 15th February
mYngle	Daniela Silva	daniela@myngle.com	English	www.myngle.com	2	Business Development	Education	Business Administration	Paid Business Development Internship. Tasks * Cold calling to schedule phone meetings or meetings with Corporates. * Conduct phone meetings or meetings * Create proposals, negotiate and close deals. * Manage client relationships	Spanish	Amsterdam	The Netherlands	2	May	6 months	CV	
Access Networks	Adrian H	adrianh@accessnetworks.co.uk	English	www.accessnetworks.co.uk	2		IT, Informatics		Website backup, Soft page layout marks, Local copy of the original website, Original Website project (local server), Content Control Panel, Print business cards, Excel Spreadsheets, Microsoft Word, copyng bills to Excel, drawing calls, sending e-mails, installing VM's in computers.	English	London	UK		May	Min 3 months	CV	
Adclick	Nuno Soares	nuno.soares@adclick.pt	English	adclick.com	2	Marketing	Economics / Marketing		* Create and manage content oriented to the users needs. * Use of Social Media and Email to distribute the content produced. * Keep-up with the seo campaigns. * Follow-up on results through the use of Analytical Tools. * Help to build the strategy and concept of profitable web sites. * Implement and monitor new campaigns.	Portuguese / English	Porto	Portugal	2 February	May	3 to 6 months	CV	We are Adclick, a digital performance marketing company based in Oporto and with offices in São Paulo, Brazil. What defines us is our ability to engage audiences with diverse topics. Our passion is to build worldwide audiences and we thrive to be the master of our audience's reach. At Adclick, we have a special relationship with results, as they are key conversatives to our company's success.
Regent's University London	Adriana Dobos	info@regents.ac.uk	English	www.regents.ac.uk	3 in a roll on basis	International Partnerships Office	Higher Education	Any studies	The duties of the role include a range of general administrative duties from answering phone calls, dealing with student enquiries and correspondence, data entry onto our student results system and spreadsheets, giving campus tours, updating IPO publications.	English	London	United Kingdom	Yes	May	6 months	CV	Good command of written and spoken English - B2 Level of Common European Framework of Reference for Languages (CEFR) or GREC is required. Previous experience working with Microsoft Word and Excel. Previous experience as administrative/customer service role. Computer fluency with the ability to remain highly organised and accurate while completing multiple tasks with minimal supervision and constant interruptions.