

INTERNATIONAL OFFICE OF THE UNIVERSITY OF PORTO**PLACEMENT OFFER**

COMPANY	A. Socabo _ Luciano Alves & Companhia Lda.
LOCATION	Rua do Cabrito nº 88 4745-590 S. Romão do Coronado Trofa - Porto Portugal
MAIN ACTIVITY	Manufacture of cleaning products and recycling of plastics
PLACEMENT OFFERED	Assistance in management, administrative support (use of e-mail, phone, fax) maintenance of databases, search for foreign markets, international marketing, design, creating newsletters, flyers, etc, marketing etc.
STUDENT PROFILE	Any relevant discipline Good English. Knowledge of Portuguese is considered an advantage Good computer skills Mature, responsible, organised, able to work on his/her own
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Undergraduate or postgraduate student
DESIRED SKILLS	Interested in international affairs Ability and willingness to train in basic computing (Word, Excel, Access, FileMaker, PowerPoint) Flexibility in approach to work Capability of working in an international environment
LANGUAGE	Fluent English – written and spoken Knowledge of Portuguese is considered an advantage; spoken more than one foreign language is considered an advantage.
NATIONALITY	Any
STARTING DATE	Negotiable
DURATION	least 3 months up to maximum of 1 year
SALARY	No financial contribution
ERASMUS/LEONARDO GRANT	To be applied by the home institution (or country)
ACCOMMODATION	Company help search home
DEADLINE	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
CONTACT	Mrs. Gisela Alves A. Socabo _ Luciano Alves & Cª LDA. R. do Cabrito nº 88 4745-590 S. Romão do Coronado _ Trofa Porto Portugal Tel: +351 22 982 7533 Fax +351 229827533 Mobile+ 351 96 36 11794 E-mail: giselaalves@asocabo.com URL: www.asocabo.com