

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,
STUDENT PROFILE	flyers, etc, marketing etc. Any relevant discipline
STUDENT PROFILE	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	To be applied by the home institution (or country)
GRANT	
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
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