

# Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Assosiacao dos Estudantes Estrangeiros - Erasmuslisboa
Address	Rua da Silva 1C
Postal Code	1200-446
City	Lisboa
Country	Portugal
Telephone	00351918454122
Fax	
E-mail	info@erasmuslisboa.com
Website	www.erasmuslisboa.com
Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	small
Year of foundation	2004
Short Description of the Company	Erasmuslisboa is a non profit national organization created to help foreign students living in Lisbon.
Other	

CONTACT PERSON DETAILES	
Name	Rita Ferraz
Department / Function	President of Erasmuslisboa
Direct telephone number	00351918454122
Direct mobile	00351918454122
Direct e-mail address	Rita.erasmuslisboa@gmail.com

<b>PLACEMENT INFORMATION</b>	
Department / Function	Internee
Description of activities	Preparing “welcome kits” and “welcome weeks” at the universities, organizing and participating in the events: trips, parties, cultural and sport activities, working in the office providing useful information for foreign students, promotion of the association.
Duration	01.10.2014-30.12.2014; 01.01.2015-30.03.2015; 01.04.2015-30.06.2015 Duration of stay: from 3 to 9 months
Working hours / Weekly working hours	40
City	Lisbon
Help with finding accommodation	yes
Financial contribution	no
Other	

<b>REQUIREMENTS</b>	
Oral and written language skills	English (minimum level of B2), very good in speaking and writing Others languages as portuguese, Spanish, italian, german, french, polish etc. are an advantage
Field of study	Any (preference to fields as: International Relations, Public Relations, Business Management, Marketing, Graphic Design)
Computer skills	MS Office, Facebook and website management
Other	