**Placement Offer Form**

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| **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](mailto:info@erasmuslisboa.com) |
| Website | [www.erasmuslisboa.com](http://www.erasmuslisboa.com/) |
| Size of enterprise [nr of  employees]: small  (≤ 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 foreig 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](mailto:Rita.erasmuslisboa@gmail.com)

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| **PLACEMENT INFORMATION** | |
| 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 |  |

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| **REQIUREMENTS** | |
| Oral and written language  skills | English (minimum level of B2), very good in speaking and writting  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 |  |