



## Year Abroad Work Placement Description

<b>INFORMATION ON THE PLACEMENT PROVIDER</b>	
Name of organisation	Bco Congressos
Address inc post code	Plaza Europa 17-19 1 <sup>a</sup> , 08038 L'Hospitalet de Llobregat, Barcelona SPAIN
Contact person for this placement	Martin Fox
Department and designation / job title	Director of Operations – Congress Department
Telephone	+34 93 8823878
E-mail	Martin.fox@bcocongresos.com
Website	Bcocongresos.com
Number of employees	70
Short description of the organisation	Professional Congress Organizer. Organisation of mainly medical and scientific meetings with between 50 and 30,000 attendees
<b>SELECTION PROCEDURES</b>	
Please specify the documents required for application (e.g. CV and cover letter in German)	CV and cover letter in English or Spanish
Please specify further selection procedures (e.g. tests, interview in person or via Skype)	Interview by Skype

<b>PLACEMENT INFORMATION</b>	
Department / Function	Congress Department
Number of placements proposed	2
Job title	Congress administrative assistant
Description of activities, including information on the professional skills and experience that the student will be able to gain during the course of the placement. In what capacity does the placement allow students to improve their skills in the language studied?	<p>The student will assist in a number of tasks including handling registrations, hotel management, marketing for potential attendees and sponsors and general administrative tasks.</p> <p>They will learn to use a commercial event management software and use Microsoft Office and Google Office</p>

	The student will be working in an office with around 35 native Spanish speakers and will be encouraged to integrate and develop friendships
Approximate dates for the placement <i>(Minimum of 9 months. A start date in mid-September fits in best with the academic year. A pass in the second year of study is required for students to undertake the placement as a recognised part of their degree programme. Second year examination results will be published on 6 July 2020. The placement start date should be after the publication of results. Placements should conclude no later than 31 July 2021).</i>	Flexible - minimum 9 months; from November 2020 to end of July 2021
Working hours per week and proposed timetable <i>(Minimum of 25 hours per week.)</i>	25 hours per week - 9 - 14h
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and "in kind" support to be provided	300 Euros / month
Other	
<b>PERSON SPECIFICATION - skills, experience and personal attributes</b>	
Essential	<p>Applicants must have standard computer skills (Microsoft Office, Internet, Email).</p> <p>In order to succeed in a foreign environment it is essential that successful candidates come with a positive attitude and the desire to mix with the local staff.</p>
Desirable	<p>Fluent Spanish, though this will hopefully be attained during the stay</p> <p>Experience in working in an office environment.</p>
<b>INSURANCE</b>	
Does your organisation hold general liability insurance?	YES x NO <input type="checkbox"/>
Would your organisation's insurance provide cover to the student if they were liable for causing damage to property or injuring someone whilst under your supervision?	YES <input type="checkbox"/> NO x
Would your organisation's insurance cover liability arising from injury sustained by a placement student as a result of their duties whilst at your organisation?	YES x NO <input type="checkbox"/>