

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

<b>COMPANY</b>	<b>A. Socabo _ Luciano Alves &amp; Companhia Lda.</b>
<b>LOCATION</b>	Rua do Cabrito nº 88 4745-590 S. Romão do Coronado Trofa - Porto Portugal
<b>MAIN ACTIVITY</b>	Manufacture of cleaning products and recycling of plastics
<b>PLACEMENT OFFERED</b>	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.
<b>STUDENT PROFILE</b>	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
<b>TYPE OF STUDIES</b>	Any relevant discipline
<b>LEVEL OF STUDIES</b>	Undergraduate or postgraduate student
<b>DESIRED SKILLS</b>	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
<b>LANGUAGE</b>	Fluent English – written and spoken Knowledge of Portuguese is considered an advantage; spoken more than one foreign language is considered an advantage.
<b>NATIONALITY</b>	Any
<b>STARTING DATE</b>	Negotiable
<b>DURATION</b>	least 3 months up to maximum of 1 year
<b>SALARY</b>	No financial contribution
<b>ERASMUS/LEONARDO GRANT</b>	To be applied by the home institution (or country)
<b>ACCOMMODATION</b>	Company help search home
<b>DEADLINE</b>	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
<b>CONTACT</b>	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: <a href="mailto:giselaalves@asocabo.com">giselaalves@asocabo.com</a> URL: <a href="http://www.asocabo.com">www.asocabo.com</a>