



Os Serviços de Relações Internacionais divulgam informação sobre a seguinte oferta de estágio internacional:

Entidade:	Vision Factory
Website:	https://www.visionfactory.org
Oferta de estágio em:	Marketing, Ciências da Comunicação, Economia, Gestão e outras áreas relevantes.
Localização:	Barcelona, Espanha
Procedimento de candidatura:	Contactar Kevin Anderson, Vision Factory recruitment manager: visionfactory.info@gmail.com

Oferta recebida em	05 de Novembro de 2019
Anúncio:	<p>Dear Partner,</p> <p>Vision Factor, a multitasking creative agency with training center placed in Barcelona, Spain is offering an internship opportunity. We have a large number of internships available in the following fields:</p> <ol style="list-style-type: none"> 1. Digital Marketing 2. Business development 3. Human Resources 4. Finance department 5. Event & Travel planning 6. Web development 7. Training courses development 8. Logistics & operations <p>Our training offer contains both the internship & training courses. Interns receive an access to the following courses:</p> <ul style="list-style-type: none"> - Social media & Facebook ads course (stationary course that takes place in our office in Barcelona) - Intellectual property in Social media (video course) - Project management (video course) <p>Enclosed you can find more information about the tasks.</p> <p>We would appreciate if you could spread the information among your students so they can contact us and we can provide selected candidates with further information.</p> <p>Language competence in spoken and written English must exceed B1 level (based on the CEFR framework).</p> <p>For further enquiries your students may contact Kevin Anderson, Vision Factory recruitment manager: visionfactory.info@gmail.com</p> <p>The information about internships and our courses can also be found on our website:</p>

<https://www.visionfactory.org>
<https://www.visionfactory.org/courses-1>

Best regards

-

Piotr Sadowski
Director at Vision Factory
info@visionfactory.org
<https://www.visionfactory.org>
Carrer de la Vinya 33, planta baixa, 08041, Barcelona, Espanha

Salientamos que o programa Erasmus+ permite a realização de três tipologias de estágio: curricular, extracurricular e recém-graduado (informações adicionais em: <https://alunos.uminho.pt/PT/estudantes/programasmobilidade/Paginas/EstagiosErasmus.aspx>).

Será importante referir que a possibilidade de atribuição de uma bolsa Erasmus Placement ao candidato selecionado estará sempre dependente do cumprimento dos requisitos de elegibilidade associados ao Programa Erasmus+. Para a formalização deste processo o estudante deverá contactar os SRI (erasmusplacement@sri.uminho.pt).

NO BOUNDARIES

SEM BARREIRAS

Serviços de Relações Internacionais
Universidade do Minho
Campus de Gualtar Campus de Azurém
4710-057 Braga 4800-058 Guimarães
Tel: +351-253-604505 Tel: +351-253-510169
Fax: +351-253-604509

sri@sri.uminho.pt | <http://www.uminho.pt>
alunos.uminho.pt | www.uminho.pt

Siga-nos  

Tasks for Marketing Department:

- Managing social media marketing activities on Facebook, Instagram and Twitter.
- Developing Marketing Strategies & Plans.
- Connecting with Customers.
- Sales activities.
- Creating and publishing promotional materials.
- Assisting in setting up Facebook ads & Google adwords campaigns.
- Active promotion of our services and products.

Tasks for Legal Department:

- Complete administrative duties such as making copies, answering emails.
- Intellectual Property analysis of new products and services development.
- Manage a legal documentation and correspondence.
- Implement and improve upon administrative processes for more efficient workflow.
- Contact with public institutions.
- Draft documents and letters based on using proper licensing templates.

Tasks for Human Resources Department:

- Running recruitment processes.
- Developing job descriptions.
- Checking application forms.
- Preparing and posting job advertisements on social media services: LinkedIn, Facebook etc.
- Interviewing and selecting candidates.
- Administrative support.
- Administrative duties such as making copies, answering emails.

INTERNSHIP TASKS FOR VISION FACTORY DEPARTMENTS



Business solutions and training center

Tasks for Operations and Logistics Department:

- Overseeing the life cycle of our projects.
- Developing, updating and evaluating of technology roadmap of our IT projects.
- Monitoring entire logistics process.
- Supporting Human Resources department.
- Approving time sheets.
- Logistic help in preparing work plans.

Tasks for eLearning Content Development Department:

- Identifying a course goals and skills to acquire.
- Developing effective learning materials using eLearning authoring tools.
- Developing certification programs, courses, lessons, evaluation tests, and feedback surveys.
- Assist in training program execution, logistics, and reporting analytics.
- Developing a training programs.
- Preparation of training documentation.
- Other duties as assigned by manager.

Tasks for Business Development Department:

- Developing new business projects.
- Active participation in our company courses creation process.
- Identifying new sales leads.
- Identifying new recruitment leads.
- Preparing PowerPoint presentations and sales displays.
- Training personnel and helping team members develop their skills.
- Preparing promotional materials.
- Contacting clients to inform them about new developments in the company's products.

VISION FACTORY

Carrer de la Vinya 33 planta baja
(08041) Barcelona, Spain
tel: +34 623 176 781
info@visionfactory.org

Tasks for Website Development Department:

- Developing simple applications such as online wallets for digital currencies.
- Fixing bugs on websites.
- Testing and finally implementing the solutions, quotation of web solutions to our clients.
- Creating new websites with WIX, WORDPRESS.
- Editing existing websites according to team leader's instructions.

Tasks for Hospitality and Tourism Management Department:

- Planning trips, conferences and other events.
- Source and plan both internal meetings and wholesaler incentives to include hotel accommodations, transportation, meeting space details, food and beverage details, recreation activities and all other details related to the program. Onsite management of certain programs required.
- Close cooperation with Event Management department.
- Ensure that trip or event is completed smoothly and step up to resolve any problems that might occur.
- Organize responsibilities to ensure completion and compliance with standards.
- Provide management with proactive input and contribute to regularly scheduled meetings with management to help improve our reservations and service processes as well as working environment.
- Perform other duties and assignments effectively as assigned by management.
- Analyze the event's success and prepare reports.

INTERNSHIP TASKS FOR VISION FACTORY DEPARTMENTS



Business solutions and training center

Tasks for Event Management Department:

- Plan event or trip from start to finish according to requirements, target audience and objectives.
- Come up with suggestions to enhance the event's success.
- Lead promotional activities for the event.
- Approve all aspects before the day of the event.
- Ensure event is completed smoothly and step up to resolve any problems that might occur.
- Analyze the event's success and prepare reports.
- Close cooperation with Tourism Management department as intern may be asked to plan a travels as well.

Tasks for Financial Analysis Department:

- Identifying investments with huge growth potential.
- Financial analysis of specific financial markets.
- Preparing a report based on technical analysis, fundamental analysis of specific markets.
- Balance sheet analysis.
- Performing financial operations on CFD trading platforms.

VISION FACTORY

Carrer de la Vinya 33 planta baja
(08041) Barcelona, Spain
tel: +34 623 176 781
info@visionfactory.org



Business solutions and training center

**INTERNSHIP TASKS
FOR
VISION FACTORY DEPARTMENTS**

VISION FACTORY

Carrer de la Vinya 33 planta baja
(08041) Barcelona, Spain
tel: +34 623 176 781
info@visionfactory.org