

## Internship Offer – Office Manager

Erasmus Student Network Aveiro (ESN Aveiro) is looking for an Office Manager for the Winter Semester 2015.

The intern will work closely with the administrative board of ESN Aveiro in the association's office and will be responsible for:

- Help with the general administration of ESN Aveiro.
- Organize the paper work and book-keeping of ESN Aveiro.
- Main responsible for the registration process of ESN Aveiro's activities.
- Redesign the office concept.
- Implement own projects and ideas.
- Provide important information to Erasmus students.

### Application Procedure

- Send your Curriculum Vitae and a motivation letter to [info@esnaveiro.org](mailto:info@esnaveiro.org). Only applications with both elements will be taken into consideration.

The selected person must be in Aveiro until 1<sup>st</sup> of September 2015, date to start working full time.

### Useful informations:

**Time Invested:** Working time of 35 hours per week.

#### Salary and extras:

- Remuneration according to the ERASMUS+ Grant\*.
- Travel reimbursements when travelling for ESN Aveiro.
- Dedicated spots on ESN Aveiro's trips and activities.
- Help finding accommodation and integration process.

\* All applications should be eligible for an Erasmus Placement Scholarship. Ask your International Office at your University for further information.

## About Erasmus Student Network Aveiro

ESN Aveiro is the Aveiro section from the Erasmus Student Network.

ESN Aveiro is ruled by the principles of the Erasmus Student Network and, just like any other ESN section, it is a non-profitable organization. This section was the 7th section in ESN Portugal, from a total of 12 sections nowadays: ESN Porto, ESN Coimbra, ESN Lisboa, ESN UÉvora, ESN Covilhã, ESN Minho, ESN UTAD, ESN Algarve, ESN Madeira, ESN Leiria, ESN Bragança, and of course ESN Aveiro.

ESN Aveiro fully cooperates with the International Office of the University of Aveiro, aiming to help with the integration and improve the quality of life of exchange students in Aveiro.

## Aveiro itself

The city of Aveiro dates back to the 10th Century (at least). Its name derives from the Latin Aviarium, which literally means “the gathering place of birds”. The Moors invaded and occupied it until the 11th century, after which it became a very popular city among Portuguese royalty.

Aveiro is called “*The Portuguese Venice*”, because of its water canals and traditional boats (moliceiros) that resemble the Italian city Venice.

The city is well known in Portugal for its traditional sweet, “ovos moles”, made of egg yolk and sugar. Its convenient location near the Portuguese coast, just an hour away from Oporto and two hours from Lisbon (by train), makes it a very nice city to live in.

Aveiro has a good nightlife with most of its bars and clubs situated in the main square, called Praça do Peixe (fish market/square) but a couple of other nice spots spread around the city.

## Profile of applicants for Office Manager of ESN Aveiro

	Essential	Ideal
<b>Languages</b>	<ul style="list-style-type: none"> <li>English: fluent, very good comprehension, written and spoken</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge in other languages</li> <li>Good Portuguese understanding, basic conversation skills.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in an NGO</li> </ul>	<ul style="list-style-type: none"> <li>Associative experience and background, preferable ESN.</li> </ul>
<b>Competence</b>	<ul style="list-style-type: none"> <li>Be able to take initiative and find creative solutions</li> <li>Handle complicated situations and stress</li> <li>Work well independently and in a team</li> </ul>	

If you believe you fulfil all or most of these criteria, and you are full of creativity and enthusiasm, optimistic and flexible:

- We invite you to send both necessary documents (CV and Motivation Letter) to [info@esnaveiro.org](mailto:info@esnaveiro.org), with the subject “Office Manager Internship Application”.
- For more information, please send an email to: [info@esnaveiro.org](mailto:info@esnaveiro.org) or call ESN Aveiro recruiting responsible: +351 912 990 924.