



The Pontifical University
of John Paul II
in Krakow

PLACEMENT OFFER FORM

OFERTA PRAKTYK W RAMACH PROGRAMU ERASMUS+

EMPLOYER INFORMATION	
Name of organization	SISTEMA TURISMO s.r.l.
Address	Via Soardi 18 - Rimini
Postal Code	47921
City	Rimini
Country	Italy
Telephone	0039 0541 222 82
Fax	0039 0541 43 27 58
E-mail	sistematurismo@sistematurismo.it
Website	www.sistematurismo.it
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	small
Year of foundation	1996
Short Description of the Company	<p>Sistema Turismo promotes, organises and manages work experiences and educational programmes for young students, teaching staff, young workers and organisations.</p> <p>Our mission is to provide quality training experiences in order to increase beneficiaries' career prospects and personal prosperity.</p> <p>We specialize in providing work placements, study visits, educational and cultural programmes to young people and adults.</p> <p>Sistema Turismo has founded ETN Group (European Training Network Group), with offices in Malaga (Spain), Sofia (Bulgaria), Berlin (Germany) and Portsmouth (UK) - http://www.educationtrainingnetwork.com/wordpress/</p> <p>ETN Group has more than 10 year of experience in the international mobility field.</p>

CONTACT PERSON DETAILS	
Name	Urszula Drejak
Department / Function	International Relations Department
Direct e-mail address	drejak@sistematurismo.it

PLACEMENT INFORMATION	
Department / Function	Groups Coordinator Assistant
Description of activities	<p>* Tasks associated with the Incoming Department:</p> <p>- assistance in organisation of groups' stay in Rimini (airport transfer, accommodation, training programme etc)</p>

	<ul style="list-style-type: none"> - assistance in students and teachers care (organisation of meetings, tutoring) - organisation of free time activities for students and teachers (guided tours in Rimini and nearby locations) - preparation of specific documentation (contracts, certificates, final reports...) <p>* Creation of web/blog contents in English; Creation of documents for Marketing purposes; translations</p> <p>* Assistance to the secretary tasks (procedures with letters, fax...) Filling data bases.</p>
Duration	<p>From 2 to 6 months</p> <p>Possible period:</p> <ul style="list-style-type: none"> - between January and July - between September and December
Working hours / Weekly working hours	40 hours per week
City	Rimini
Help with finding accommodation	Not guaranteed
Financial contribution	Not guaranteed
REQUIREMENTS	
Oral and written language skills	<p>Advanced in Italian and English.</p> <p>Other languages will be an advantage.</p>
Field of study	Tourism, Marketing and Management, English philology, Administration, Communication, other
Computer and other skills	<p>Good general knowledge of Microsoft Office packages.</p> <p>Good time management skills</p> <p>Team working capacity</p> <p>Good interpersonal relations</p> <p>Flexible</p>
Other	<p>Europass CV in Italian or English.</p> <p>Cover letter in English or Italian (please include the information on desired date of start and end of your internship).</p>

Więcej informacji CNBIWM UPJPII, p.207, II piętro
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