

## About MEP

M.E.P. Europrojects Granada®, S.L. is a private training organisation mainly aimed at organizing and implementing different European projects in Granada and with a long experience in participating within European projects, especially Erasmus+ KA1 projects, European Social Fund projects, Regional projects and many others. M.E.P. Europrojects Granada®, S.L. is an organisation made up of a highly qualified, experienced, young and energetic team of professionals with a lot of experience in training activities and participating in many different European projects with countries from all around Europe and in many different fields.

### **Basic services offered to clients:**



Administration and management.



Accommodation.



Local transport and/or airport transfer.



Pedagogical, Linguistic and cultural training.



Cultural activities in Granada.



One-day trips to other cities.

## Requirements for interns



**Erasmus grant or similar:** We offer an unpaid internship, So It's important that interns are covered economically and that there is an agreement between a sending organization (i.e. University of origin) and host organization (MEP).



**To be covered by insurance** for accidents and civil liability during their stay in Granada and specially during internship at our company.



**Schedule flexibility:** As we are a company that works a lot in the tourism sector, most trips to other cities are on weekends, so when attending trips, interns would take their days off during weekdays. Maximum working hours per week will be organized flexibly according to groups activities (We will always try and make sure interns have 2 days off per week).



**Communication and social skills, easy going/ friendly personality, honesty, modesty and ability to work as a team:** As interns would be working closely with our foreign clients and with our team this is very important.



MEP **does not** offer accommodation or meals to interns.



We ask that the interns bring a laptop computer if possible.



Interns must bring clothes that are appropriate for working in an office environment.

## Working days and times

**Working days and times can change depending on time of year, workload, number of staff etc... This is why we require flexibility.**



Maximum working hours are 40h per week, with 5 working days and 2 days off.



Our office is usually open from 09:00 to 19:00, Monday-Friday. Working schedule for the days when interns work at the office are usually 09:00-14:00, 15:00-18:00 (8 hours). But this may vary according to MEP needs. In the days of one-day trips to other cities, working times depend on the time of departure from/ arrival to Granada of each trip.



If time off is needed, the company must be notified as soon as possible.



As we work around our groups of clients and in the tourism sector, sometimes it is required to carry out some activities on bank holidays or during holidays like Christmas or Easter week.






Work carried out outside of the regular schedule would count as "overtime" and can be used to take time off. **(Always with prior notice and authorisation** from us at the company). The timetable we send will calculate overtime automatically.



If an intern arrives late, they must notify M.E.P a.s.a.p and make up for that time during the same day.











# Tasks

## This depends on various factors:





-  M.E.P workload and period of the year (more groups, nationality of groups, services contracted by groups, etc...).
-  Profile and Skill set of Intern.
-  Initiative and willingness to work of intern.

**Examples of tasks:** Depending on the profile/skills of participants and on MEP needs at that specific moment, participants might do some of the following tasks in these different areas:

### ***Administrative/office work:***






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|  Create, modify, translate, organise different kinds of documents. (translation would depend on intern's skill set)  |  Research and study information about different historical locations and/or monuments in Granada and other Andalusian cities. |
|  Research to create and modify databases of different kinds (clients, schools, universities, host companies etc...). |  To take documents to collaborating companies to get them signed/stamps for our clients.                                      |
|  Contact via email/telephone partners, host companies, foreign sending organisations, potential clients, etc.        |  Accompany clients to presentations at host companies before their first day of work.                                         |
|  Teach Spanish lessons (or lessons in other languages) of different levels to clients.                               |  Updating and managing our companies social media.                                                                            |
|  Web searches and research for different tasks.                                                                      |  General administrative tasks.                                                                                                |

### ***Cultural activities & Trips to other cities (many of these trips occur on weekends):***

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|  Study routes and information for different walking tours of monuments in Granada and other Andalusian cities.                        |  To be responsible for our clients during cultural activities and trips to other cities. |
|  To accompany clients to cultural activities and trips, translating when necessary and helping them interact with their surroundings. |  Other tasks that may arise.                                                             |

### ***Other tasks:***

Anything our clients need to make the Project a success, no task is unimportant; **everything we do is in the best interest of our clients and the Project in general.** For example:

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|  To be present when a technician is fixing something at the clients accommodation.                                                                                                                |  Purchase items that the group need for their accommodation or internships. |
|  Accompany clients to the doctors if they have any medical issues.                                                                                                                                |  Anything else that may arise..                                             |
|  Buy picnic dinners/lunches for groups that arrive after shops and supermarkets are closed so that they find a welcome pack at their accommodation upon arrival or in other moment of their stay. |                                                                                                                                                                |