

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	ATEKNEA Solutions
Address	Víctor Pradera, 45 Cornellà de Llobregat
Postal Code	ES-08940
City	BARCELONA
Country	Spain
Telephone	48 664 025 844 / 34 633 452 372
Fax	NA
E-mail	admin.pl@ateknea.com
Website	http://ateknea.com/
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	Medium < 200
Year of foundation	1997
Short Description of the Company	-R&D -Innovation Project Management -Innovative Engineering Solutions
Other	The company operates in countries: Spain, Hungary, Poland, Malta, Portugal, Belgium. We are the group of more than 100 engineers, 30 PhD with international background.

CONTACT PERSON DETAILS	
Name	Ilona Cieslik
Department / Function	Quality Manager
Direct telephone number	34 633 452 372
Direct mobile	48 664 025 844
Direct e-mail address	ilona.cieslik@ateknea.com

PLACEMENT INFORMATION	
Department / Function	Quality Department / Quality Trainee
Description of activities	<p>The trainee will give a hand with the daily tasks related to implementing the QMS in ATEKNEA:</p> <ul style="list-style-type: none"> - Providing administrative support with QMS documentation and records - Preparing simple procedures, instructions and standards - Mapping the processes - Maintaining schedules and databases - Assisting in the team meetings, preparing reports - Giving hand with KPIs measures - Other, depending on the work progress <p>As ATEKNEA is building the QMS from the scratch, the student will have a chance to receive a deep insight in implementing Quality standards.</p>

	Depending on the student interest, student can participate in other team projects in area of Marketing Intelligence and Project Management.
Duration	As some activities are long term, we would be glad to host the student more than 3-4 months. Longer training can be discussed (6months - 12months)
Working hours / Weekly working hours	8 hours per day/40 per week.
City	Cornellà de Llobregat / BARCELONA
Help with finding accommodation	Yes. Company will provide the list of web page to seek for a room / flat. In case of language barrier (Spanish) we give a hand during the search.
Financial contribution	No. Student needs to apply for ERASMUS grant
Other	Guidelines and help related to student relocation to other city for longer period of time.

REQUIREMENTS

Oral and written language skills	English – advanced (B2/C1 level), will be check during skype/phone conversation Spanish – for the student convenience
Field of study	Quality Management, Industrial Engineering
Computer skills	Office + Visio Internet Browsers and Engines
Other	The student is asked to send email with the CV and motivation letter to the email address ilona.cieslik@ateknea.com , date of possible start and training duration. Start date: as soon as possible