|  |  |  |
| --- | --- | --- |
| **L**ooking for **Students** for  **E**rasmus **P**lacements | | **\\anw2k8003\user$\ancsa\My Documents\As minhas imagens\Microsoft Clip Organizer\j0339198.wmf** |
| **E**stágios **E**rasmusem **E**mpresas[[1]](#footnote-1)\*  **E**rasmus Placementsin **C**ompanies[[2]](#footnote-2)\* | | |
| **V**á mais **A**lém com a sua **E**mpresa!  **M**ake **Y**our **C**ompany **G**o **B**eyond!  **Protocolo pontual**  **Occasional Agreement** | | |
| **N**omeda **E**mpresa  **C**ompany **N**ame | Chassis Brakes International Business Services | |
| **P**aís  **C**ountry | Portugal | |
| **R**egião  **R**egion | Lisbon | |
| **P**ágina **E**lectrónica  **W**ebsite | <http://www.chassisbrakes.com/> | |
| **R**amo de **A**ctividade da **E**mpresa  **E**conomic **A**ctivity **F**ield | **Chassis Brakes International** is one of the world’s three largest manufacturers of automotive foundation brakes and foundation brake components.  The company in Lisbon was recently built up in order to provide Business Services to the group – Shared Service Center. Starting with Accounting and Finance activities, the aim is to centralize European accounting services in Lisbon office. | |
| **Á**reas de **E**studo **(ISCED 97)**  **S**tudy **A**reas **(ISCED 97)** | Economics or  Business Management or  accounting or  finance | |
| **Perfil do Estagiário Erasmus**  (Conhecimentos e Competências)  **Erasmus Trainee Profile**  (Knowledge and Skills) | French fluent speaker  Medium level of English  Knowledge on Accounting principles  Communication Skills  Team Player  Commitment and Motivation  Professionalism | |
| **Plano**  **de**  **Estágio Erasmus**  **(*previsão*)**  **Erasmus Placement**  **Programme**  **(*prevision*)** | * Get the necessary knowledge about the company and their accounting processes * analyze existing documentation with specific procedures per country for accounting department * perform daily activities from accounts payable department: check , track and scan received invoices, verify invoices received in the system, match with existing purchase order, perform necessary clarifications for posting with other departments, post the invoice in the system * perform quality and compliance controls applicable to mentioned activities | |
| **D**uração do **E**stágio  **P**lacement **D**uration | *6 months* | |
| **P**eríodo de **E**stágio  **P**lacement **P**eriod | *Starting in November* | |
| **O**utros **A**spectos  **O**ther **A**spects |  | |
| **I**f you want to do an **Erasmus Placement** in this **Company,** please contact | **Contactos da Pessoas Responsável na Empresa**  **Person Name: Olga Baptista**  **Phone: 00351 967747668**  **e-mail: olga.baptista@chassisbrakes.com** | |

1. \* Qualquer empresa do sector público ou privado que exerça uma actividade económica, independentemente da dimensão, do estatuto jurídico ou do sector económico em que opere, incluindo a economia social. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)