



Please send this form to:

EUROPEAN UNION PROGRAMMES AGENCY
 Erasmus Sectoral Programme
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HOST ORGANISATION/INSTITUTION	
Name of Organisation/Institution	Pentasia Malta Ltd
Address	122a, Home Space Buildings, Quarries Street, St Venera. SVR 1755
Country	Malta
Contact Person/s Position, Name, Telephone, Fax, Email	Adriana Galdies Human Resources Executive +356 22779131 Adriana.galdies@pentasia.com

DETAILS OF STUDENT WORK PLACEMENTS	
Duration – Minimum (in weeks) ¹	20 weeks
Duration – Maximum (in weeks) ²	52 weeks
Department	Sales (Recruitment) Department and Marketing Department
Contact Person/s Position, Name, Telephone, Fax, Email	Adriana Galdies As per above details

AIMS & OBJECTIVES OF WORK PLACEMENT
We would need two interns, one to have sound knowledge in Human Resources and the other to have sound knowledge in Marketing.

MAIN TASKS TO BE COVERED BY THE TRAINEE
Human Resources: Interviewing, pre-qualifying interviews face-to-face and over the phone, Resourcing for open jobs, searching for candidates on our system-Bullhorn, Monster Searches and adding candidates to Bullhorn, LinkedIn updates, General office duties such as filing, answering phones etc.. (Training will be given for the above)
Marketing: Basic knowledge in Html and use of Photoshop and Dreamweaver, EO knowledgeable to produce graphic art and visual materials for promotions, advertisements, Perform maintenance and updates to existing websites, able to upload content on cms or by FTP software, carrying out marketing research, assist in organizing of events, knowledge of creating eye catching power point presentations.
Other duties as assigned by Managing Director.

¹ The minimum duration is 12 weeks except in cases where a student has opted for a joint study/placement period of 12 weeks

² The maximum duration is 52 weeks



EXPECTED RESULTS

To bring on board two interns that can help out in the two departments mentioned above and in return to give an opportunity to students to work hands on in a busy and fast but fun working environment.

COMMUNICATION LANGUAGE FOR THE WORK PLACEMENT | English