



Lifelong Learning Programme

## Erasmus Student Placement

(For participants **accident and liability insurance** will be completely covered by the University of Ferrara)

EMPLOYER INFORMATION	
<i>Name of organisation:</i>	BUSINESSEUROPE
<i>Address:</i>	Avenue de Cortenbergh, 168 – 1000 Brussels
<i>Website:</i>	<a href="http://www.businessseurope.eu">www.businessseurope.eu</a>
<i>Short description of the organisation:</i>	
<i>Number of employees:</i>	49

CONTACT DETAILS	
<i>Contact person:</i>	Ms Marie-France LIENARD, Human Resources Manager
<i>Department/Function:</i>	Administration/HR
<i>Direct telephone number and fax:</i>	32/2/237.65.71 - fax 32/2/231.14.45
<i>Direct e-mail address:</i>	<a href="mailto:mf.lienard@businessseurope.eu">mf.lienard@businessseurope.eu</a>

PLACEMENT INFORMATION	
<i>Departement/Function:</i>	All the political departments (see website; Industrial Affairs, Social Affairs, International Relation Departements)
<i>Description of activities:</i>	See website
<i>Duration/ starting date:</i>	Min 4 – 6 months Starting date : upon availability by the department all year long except during the months of July and August
<i>Working hours:</i>	35 hours per week, from 9;00 am to 5.20 pm
<i>Accommodation support</i>	No

<i>(optional):</i>	
<i>Financial contribution (optional):</i>	All the internships are unpaid
<i>Other:</i>	

<b>REQUIREMENTS</b>	
<i>Oral and written language skills:</i>	English
<i>Computer skills:</i>	Outlook, internet and Microsoft Office
<i>Field of studies:</i>	
<i>Procedure of application:</i>	Letter of motivation and complete CV