

ERASMUS+ TRAINING  
In Zagreb, Croatia

## **JOIN OUR INTERNATIONAL TEAM**

The traineeship of students may include the following activities:

- ❖ Providing support for International Relations Office in general administrative tasks
- ❖ Interacting with both foreign incoming students and Croatian outgoing students by answering emails and in person at the Office
- ❖ Assisting with registering incoming students, mobility documents for students etc.
- ❖ Assisting with international relations daily tasks with professors and non-teaching staff
- ❖ Answering inquiries by emails
- ❖ Translation of various materials (notices, general information, academic and practical information, etc.)
- ❖ Administrative tasks regarding webpage (preparation of web news and notices), etc.

### **Candidate requirements:**

- Organizational and coordination skills
- Creativity and flexibility in communication
- English language skills (minimum B2)
- Ability to work on your own initiative and as part of a team
- Very good computer skills (MS Office)



Contacts: [international@ffzg.hr](mailto:international@ffzg.hr)



*Get the knowledge, skills and competences that employers are looking for.*