



## Trainee/Internship Program Offer

### **Business Management and Communications Hispanic Market Indianapolis, IN**



**Start Date(s):** March 1, 2010

**Hours:** 40 hours/week

**Location:** Indianapolis, IN

**Training Duration:** 12 to 18 months

**Number of Position Offered:** 2

#### **Host Company Description:**

This company specializes in hot air balloon travel and entertainment. With the help of experienced founders, the company has arranged their balloon tour project to take place in nine South American countries next year. Their journey will be filmed and documented as they travel across several countries.

#### **Applicant Qualifications:**

Excellent written and spoken language skills required in English and Spanish. **Applicants must be native Spanish speakers.** Business education is desirable but not required as we will train and individuals and help them with specific skills required. International travel will be required to accompany Senior Management members (CEO and COO) on business trips to the locations where business is being conducted. We anticipate activity expansion in all of Central and South America as we expand.

#### **Hospitality Management Training/Internship Program Details:**

Intern will assist management members with international communication with our business partners in Central and South America. Written and verbal communication with Executives, Senior Government Officials, US State Department Executives and Banking Executives the company expands its operation in the Spanish speaking countries in Latin America. Management of key assignments and projects will include financial data management, preparing reports and analysis of data and acting as a key part of the management team.

#### **How to Apply:**

Please submit your resume and cover letter to [trainee@cetusa.org](mailto:trainee@cetusa.org) or [internship@cetusa.org](mailto:internship@cetusa.org).

