



Most demanded V&T positions in Seville

ADMINISTRATION & MANAGEMENT: Administrative assistants and accountants. Spanish level required: **B1-B2**

- ✓ Manage accounting, taxation and the human resources of entities.
- ✓ Manage the logistics of entities.
- ✓ Sort, inventory and control the documentation.
- ✓ Perform office automation tasks.
- ✓ Attend to the customer.

BAKERY AND PASTRY: Bakers and confectioners. Spanish level required: **A1**

BEAUTY: Hairdressing professionals. Spanish level required: **A1**

- ✓ Knowledge of hair cosmetics.
- ✓ Perform capillary analysis.
- ✓ Apply hair dye.
- ✓ Make hairstyles and collected.
- ✓ Use hair cutting techniques.

CARPENTRY: Carpenters. Spanish level required: **A1**

- ✓ Knowledge of carpentry materials and tools.
- ✓ Perform basic carpentry and furniture operations.
- ✓ Perform machining operations of wood and derivatives.
- ✓ Perform carpentry finishes.
- ✓ Assemble elements of carpentry and furniture.

CATERING: Waiters. Spanish level required: **B1-B2**

- ✓ Perform basic operations in bars, coffee shops and restaurants.
- ✓ Perform services at special events.
- ✓ Handle food and drinks.
- ✓ Serve the clients.
- ✓ Make gastronomic offers and charge the service.

CLOTHING & FASHION: Clothing and fashion specialists. Spanish level required: **A1**

COMPUTING & PROGRAMMING: ICT Technicians. Spanish level required: **A2**

- ✓ Assemble and maintain equipments.
- ✓ Install single/multi-user operating systems.
- ✓ Install basic software.
- ✓ Install and maintain networks.
- ✓ Make security settings and manage the network security.
- ✓ Programming of software and applications

COOKING & GASTRONOMY: Chefs. Spanish level required: **A1**

- ✓ Classify, assess and select ingredients and semi-finished products for the preparation of dishes and beverages.
- ✓ Pre-elaborate and preserve food and drinks.
- ✓ Use of culinary techniques for the preparation of dishes and beverages.
- ✓ Use and maintenance of tools, machinery and kitchen equipment.
- ✓ Follow the safety and hygiene standards in food handling.



ELECTRICITY & ELECTRONICS: Technicians in Electrical and Automatic Installations. Spanish level required: **A1**

GRAPHIC ARTS & PRINTING: Creative professionals; technicians in press processes. Spanish level required: **B1**

- ✓ Select materials for the graphic production.
- ✓ Use professional software for the design of graphic products and printed publications.
- ✓ Perform pre-print jobs.
- ✓ Organize printing (digital, offset and serigraphy), post-printing, processing and finishing.
- ✓ Organize the sale of graphic products and customer support.

HEALTH CARE & SOCIAL WORK: professionals to support to elderly people, children and social groups with fewer opportunities. Spanish level required: **B1**

HOUSEKEEPING: Chambermaid. Spanish level required: **A2**

- ✓ Attend to the guest.
- ✓ Control the good condition and cleanliness of the common areas and rooms of hotel establishments.
- ✓ Sort and prepare textile items for washing.
- ✓ Control the washing, drying and ironing of textile articles.
- ✓ Prepare and assemble materials for collectivities and catering

RETAIL TRADE SERVICES: Commercial. Spanish level required: **B2**

- ✓ Attend to costumers
- ✓ Sell products and prepare orders.
- ✓ Receive, label, invent and store the products.
- ✓ Apply merchandising techniques.
- ✓ Use billing software.

TOURISM: Hotel receptionists. Spanish level required: **B2**

- ✓ Knowledge of the tourist market and hospitality sector in Seville.
- ✓ Ability for public relations and protocol.
- ✓ Manage the check-in and check-out of guests.
- ✓ Coordinate the work of floors and rooms.
- ✓ Manage bookings and billing.

TOURISM: Travel agencies staff. Spanish level required: **B2**

- ✓ Knowledge of the tourist market in Seville and Andalusia.
- ✓ Analyze destinations, resources and tourism products.
- ✓ Carry out tourism marketing and sale of tourist services.
- ✓ Develop public relations activities.
- ✓ Manage travel agencies, tourist intermediation/event organisation entities.

TOURISM: Tourist info points & tour operator staff. Spanish level required: **B2**

- ✓ Knowledge of the tourist market in Seville and Andalusia.
- ✓ Develop public relations activities.
- ✓ Inform and interpret tourist resources for the visitors.
- ✓ Design, prepare and develop tours.
- ✓ Provide information on transports or events.

VEHICLES MECHANICS. Mechanics, electro-mechanics and vehicle body specialists. Spanish level required: **A1**

- ✓ Perform basic machining operations.
- ✓ Maintain fluid circuits: Suspension and direction.
- ✓ Maintain engines and auxiliary engine systems.



- ✓ Maintain charging and starting, transmission, braking, safety and comfort systems.
- ✓ Maintain auxiliary electrical circuits of the vehicle.
- ✓ Knowledge of removable, fixed, metallic and synthetic elements.
- ✓ Perform basic machining operations.
- ✓ Prepare and beautify surfaces.