

## 4065 - Revenue assistant

Location:	Madrid, Spain
Languages:	English (Advanced)
Fields:	Events, Economics / Finance, Business, Hospitality / Tourism, Digital marketing
Extra benefits:	Salary of +500 €.

### Description:

Our collaborator is a young and modern hotel chain, born in 2001. We have the most complete selection of central and boutique hotels in Spain. With state-of-the-art technology and located in emblematic buildings of the main Spanish cities, we offer 33 design hotels in the centre of Madrid, Barcelona, Seville, Valencia or Bilbao. They are unique accommodations specially designed to guarantee the maximum comfort. The internship is located in Madrid.

#### POSITION: REVENUE ASSISTANT

##### Tasks and responsibilities:

- Rates decision making according with sales channel and occupancy.
- Upload these fees in the different travel agents websites.
- Make new contracts with websites, profile and hotel positioning in social networks review, special prices and promotions, and other strategic actions within Revenue Management.
- Monitoring the presence of their website in travel agents websites such as trivago, tripadvisor and booking.
- Update existing information in google, google maps and google earth.
- Competence and positioning analysis.

##### Requirements:

- Studies: Tourism is a plus. Revenue master is a plus.
- Revenues knowledge.
- Languages: English high level
- **Student is required to receive Erasmus training agreement for whole internship period!**

##### Conditions:

- Salary: 600 €/ gross
- Hours/week. Full time.
- Timetable. 9:00 - 18:00 (30 min for lunch). Schedule summer from 8:00 to 15:00
- Minimum duration. 6 months.

## 4062 - Director Assistant Internship in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Advanced) and English (Intermediate)
Fields:	Business

### Description:

Our collaborator is a technology services company who provides technological solutions for hospitality businesses. They are working closely with customers developing great software solutions for their needs.

At this moment, they would like to have an intern in their offices to support the management team.

#### Tasks:

Support to Management (Area Directors + Management)  
Analysis, optimization, and documentation of the company's processes.

#### Requirements:

Minimum 3 months  
Advance Level of Spanish  
Intermediate level of English  
Studies related to Business  
Able to provide training agreement

#### Benefits:

200 € gross per month  
40 hours per week

## 3985 - Sales and business development internship in health-tech start up in BCN, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business
Extra benefits:	Salary of 400-500 €.

### Description:

Our collaborator specializes in developing and producing 3D Interactive Content for healthcare professionals, research groups, pharmaceutical industry and universities. They produce high quality content with maximum scientific rigor, generating innovative visualization solutions improve scientific understanding and medical education.

They are looking for an intern to join their team, and help their marketing team with the business development.

### Tasks

Research, building map and databases of potential customers.  
Contacting initial clients to arrange meeting for Sales Directors  
Administrative tasks  
Trade Show Follow Ups  
Marketing Connection  
Social media marketing

### Requirements

Advanced English  
Business studies or related  
Minimum 4 months

### Benefits

Learning in a wonderful startup in BCN, in the tech sector.  
350 € per month

## 3983 - Quality check and customer service in a tourism organization in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Business, Hospitality / Tourism
Extra benefits:	Salary of 200-300 €.

### Description:

Our collaborator is a touristic related services company in Barcelona, which is now expanding to other major cities across Europe. They are a dynamic, creative and supportive team working together in a start up environment. Ideally you will have existing sales experience, but the main priority is having the right attitude as they provide thorough training. Energy is key – upbeat, enthusiastic and driven individuals.

### Tasks

- Checking quality Control of apartments before guests check in
- Ensuring that all cleaning and set up has been made to or 5 Star Service,
- Status after Check in and Check Out, supporting check ins, check outs.
- Customer service and control.

### Requirements

- Tourism studies
- Focussed on excellent attention to detail
- Must be flexible 7 days of the week with 2 days off. Working weekends.
- Interested in dealing with Guests or managing properties, clients, hosts
- A people person who enjoys developing new working relationships
- Great communication skills; in person, on the phone and written
- Able to seek thorough context before coming to a judgement of a situation
- Able to work at pace and juggle tasks simultaneously
- Not afraid to take on a challenge and enjoy problem solving
- Focussed on excellent attention to detail
- Driving license

### BENEFITS:

350 € per month

Travel

Company car and petrol included

All insurance included

## 3948 - Advance Spanish-Purchasing internship in Girona, Spain

Location:	Girona, Spain
Languages:	Spanish (Advanced) and English (Intermediate)
Fields:	Business
Extra benefits:	Salary of 200-300 €.

### Description:

#### Company description:

Our collaborator is an international online retailer specialized in selling sports equipment. This fast growing company is present in 220 countries across the globe and has been in the business over 17 years. They are now searching for customer service and product assistant interns to join their international and innovative office in Girona, Spain.

#### Purchasing Assistant positions

##### Tasks:

- The execution of daily purchases, via web / email / phone
- Analysis of consumption and implementation of procurement plans in stock
- Control of suppliers payments
- Stock management
- Control of the indirect costs incurred by providers

##### Requirements:

- Good level of English
- Good level of Spanish

##### Location:

Girona

##### Remuneration:

300€/month

Minimum duration of 6 months

## 3903 - Purchase Internship in Llinar del Valles, Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Advanced) and English (Advanced)
Fields:	Logistics, Business
Extra benefits:	Salary of 200-300 €.

### Description:

Our collaborator is a young and dynamic team, passionate about their work and eager to overcome new challenges and achieve all the goals they set. They offer products oriented to health and well-being. They know what is important and they work together to achieve their goals day after day. The company has a great growth of clients all over the world, with a considerable increase in its turnover in the last year and with an ambitious plan of expansion for the future.

Their main motivation is to continuously learn. They always have new challenges and new solutions that will make you grow.

### Tasks:

- Control of purchases from suppliers
- Contact with provider
- Make forecast of purchases
- Control of entrances in warehouse
- Warehouse support
- Incidents
- Manage claims
- Writing delivery notes
- Manage mail

### Requirements:

- Good command of Spanish and English
- Able to get a training agreement
- Studies related to the position
- Minimum 5 months

### Benefits:

300 euros net per month  
Schedule: From 9-17 with 1-hour break, Monday to Friday  
35 hours per week

### Location:

Llinars del Vallès (you can reach their offices with public transportation from Barcelona center)

### 3613 - French speaker - Marketing internship in Marbella, Spain

<b>Location:</b>	Marbella, Spain
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Public Relations, Business, Digital marketing
<b>Extra benefits:</b>	Salary of 200-300 €.

**Description:**

Our collaborator is a rapidly growing energy drink brand that reaches over 45 countries all over the globe and sponsors the world's top athletes. This company is looking for interns to join their international and hard-working team in their offices in Marbella, Spain.

**Marketing and Social Media position**

**Tasks:**

- Helping with content creation and support in sponsorships in our key marketing areas: motorsports, sports, music and lifestyle
- Assisting in writing web content, press releases and social media content in multiple countries
- Market research
- Miscellaneous help with event management, product presentations and external communication with third parties

**Requirements:**

- Advanced level of English and French would be needed
- Spanish would be a plus
- Senior level of studies related to marketing, SEO or PR
- Knowledge of social media (specifically YouTube, Instagram, Twitter)
- Ability to plan marketing and PR campaigns
- Interest in F1, music and fashion, as well as experience in video design and YouTube content creation, is considered as a plus
- To apply for this position is necessary to make a small test.

**Internship hours:** Monday- Friday 9.30am - 6.30pm with 1-hour lunch break

**Starting date:** ASAP - Ideally 1 year (minimum stay of 6 months)

**Location:** Marbella

**Benefits:** 350€/month

### 3488 - Front Desk and Customer Services in Barcelona

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Includes accommodation. Breakfast and dinner

**Description:**

Our colleague is an exclusive hostel, based in Barcelona city center. They are customer oriented which is really important for them as well as customer care and guest relations. The Hostel is equipped with a stylish, modern and vintage rooms for all travellers. It's a hostel full of life where style and glamour combine with a fresh, fun and crazy twist!

**Tasks:**

- Greeting and welcoming guests, completing check-in and out procedures of guests
- Managing hostel reception with sole responsibility of incoming reservations for each shift period
- Administrative handling of tourism partner sites, controlling prepayments of bookings
- Controlling guest accounts and daily hostel incomes or expenditure during shift
- Creating, updating and organizing appropriate information into system files of bed database, coordination of guest room placement and keys
- Preparing client invoices, taking pre-payments of future reservations
- Dealing with special requests from guests or guest complaints, ensuring their safety and satisfaction
- Problems solving and finding resolutions and improvements to issues on shift
- Answering questions, selling tours, and managing hostel tourism events
- Managing telephone reservations or inquiries from multilingual clients, communicating current hostel information
- Maintaining the office supplies and inventories.

**Requirements:**

- English good level.
- Other language is a plus
- Open-minded, social and respectful.
- Minimum of 3 months

**Benefits:**

- Accommodation shared with mix gender.
- Half board (breakfast and dinner)

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To apply, please go to <http://apply.spain-internship.com/>. Please write your university and coordinator name when applying.

## 3486 - Paid Customer service, administration and assistant in a leisure organization in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Advanced) and English (Intermediate)
Fields:	Business, Hospitality / Tourism
Extra benefits:	Salary of 200-300 €.

### Description:

Our collaborator is one of the largest escape room in Barcelona, which already has 8 different room opened to the public. They are looking for operators, who can lead those games and work with customers.

"Escape rooms" is a new concept of leisure which is getting more and more popular in Barcelona. Their games are very technological and well decorated. They have a wide range of thematic rooms, starting from Middle Age finishing to Future Spaceship.

Their main goal is to make people feel like being in a real story by making them main characters of their own "movie". This combination ensures that players will live an unforgettable adventure, and our task is to maximize this experience.

#### Main tasks:

- Receive the teams of players and explain the basic rules of the games
- Begin with an immersive introduction of the game via the interpretation a character
- Monitor and help players whilst they play in the room
- Charge customers
- Offer promotions for other games
- Management of bookings
- Customer service

#### Requirements:

- 40h / weekly
- Saturday and Sunday internship
- 2 free days during the week
- Minimum duration - 4 months
- Spanish - high / native level, English - medium / high level.
- Be confident with interacting with different people and putting on different voices whilst interpreting a character.

#### Benefits

- 200 euros / month
- Dynamic work in the center of Barcelona
- The opportunity to meet local people
- Learning from a sector that is growing

## 1264 - Human Resources and Sales internship, in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Human resources, Business
Extra benefits:	Salary of 400-500 €.

### Description:

Our collaborator is a company, specialised in cultural exchange programs in the United States. They offer positions for students, to do their internship in hotels and restaurants.

#### The requested tasks are:

- Assist HR and sales department
- To sustain and grow partnerships within schools
- Help with recruitment of the candidates and track their process
- Answering all emails and Skype calls
- Assist in students visa administrative processes
- Research possible prospective markets
- Follow up with candidates already placed and international Career Fair Events

#### Requirements:

- Fluent English and strong writing skills
- Internationally minded
- Available 5 to 12 months internships

#### Benefits:

- 300€ per month

#### Location:

Barcelona

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## 556 - Bar internship in Seville, Spain

Location:	Sevilla, Spain
Languages:	Spanish (Beginner) and English (Intermediate)
Fields:	Business, Hospitality / Tourism

### Description:

Our collaborator is a luxury hostel chain, based in Seville, Madrid and Barcelona. Reviewed by its loyal customers as an unique and friendly hostel because of their staff, service and modern atmosphere. They are customer oriented which is really important for them as well as customer care and guest relations. Their staff is fun and close, making the stay of the customers as enjoyable as possible.

#### Position: Bar Assistant

#### Tasks:

- Serve in the bar of the hostel.

#### Requirements:

-Fluent in English

-Spanish at least A2

-Min. 2 months internship.

-Unpaid internship

-30h/week.