

3683 - Office Management internship in a real estate company in Barcelona

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business, Hospitality / Tourism
Extra benefits:	Salary of 100-200 €.

Description:

Our collaborator is a medium size real estate company based in the city centre of Barcelona. They are offering accommodation assistance for more than 10 years. They are a young and ambitious team which is working professionally to assist customer for their visit Barcelona. Now, they decided to expand their multilingual team of young professionals.

Tasks:

Sales & Reservations:

- Answer phone calls and e-mails from customers
- Having contact with the guests through WhatsApp
- Process incoming bookings and cancellations
- Contact different booking channels (Booking.com, Airbnb, Expedia etc.) and manage reservations
- Inform about services/ facilities, availability and prices.
- Always make sure we have arrival information from our guests, by contacting them via phone/email
- Ensure all data is correctly introduced in our CRM and there is no missing information
- Fix mistakes on bookings
- Presale to guests after their booking
- Ensure the payments are always made for the upcoming week
- Solve guests' requests and complaints
- Check-ins and check-outs
- Preparing monthly numbers for the owners

HR

- Support the HR department with handling contracts and other documents regarding staff.
- Being part of the training process of the new interns.

Requirements:

- Business English fluent, preferably but not necessarily one more language
- open minded and socially confident
- able to work in team but also ability to work independently and under stress
- comfortable with computers and smart phones

Internship hours: 40 hours a week

Benefits:

- 40 hours per week spread over 5 days, under normal circumstances. This might be changed under special occasions, but then you will recover the time later. The average will always be 5 days and 40 hours a week.
- You work all 7 days a week, which days you have off will vary every week and they will not necessarily be two days in a row.
- Working hours will normally be from 10-18 but will also change every now and then.
- You will earn 2 holidays per month you work with us.
- Mobile data allowance.
- 150 € per month
- After fourth month the salary is increased every month for 50 € until the maximum of 450€

Duration: minimum 4 months

3682 - Marketing, Communication and Event Organisation Internship (online internship)

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business, Hospitality / Tourism, Digital marketing

Description:

Our collaborator is an inspirational company located in Barcelona, promoting a new innovative way to use technology. They are organising work trips to exotic locations such as Bali, Croatia, Costa Rica or Thailand designed to enhance creativity and productivity. Their workspaces are not confined to an office desk. Instead, their temporary 'offices' are ever-changing, unique and stimulating. They believe in the freedom to experience and live from wherever you want! Their clients can work from stunning villas beside infinity pools overlooking the jungle, below waterfalls, lakeside, swim-up bars...or other incredible locations! "Going to the office" has a new meaning!

They cooperate with big multinational and smaller international companies who wants to offer to their employees a life change experience.

Tasks:

- Social Media - Facebook campaigns (including advertising), Instagram and (to a lesser extent) LinkedIn & Twitter
- Public Relations - Media campaigns and press releases, and other communications tasks
- Sales - customer enquiries and follow-ups
- Community management
- Content creation
- Client enquiries
- Searching for appropriate venues
- Supplier liaison
- Event operations & logistics
- Book-keeping

What they require from you:

- Flexibility to work in different areas (marketing and event organisation)
- Positive attitude and friendly smile
- An ability to work independently
- Teamwork
- Verbal & written communication skills
- Proactive approach and to show initiative
- Self-motivation & drive
- English good level.
- Have your own personal laptop.

WORKPLACE, TIMETABLE:

This is a remote internship. The company believes in location independence (the freedom to work when we want, and from where we want). They do not have a central office. They have an international team of approximately 20 people that work remotely, in different parts of the world (some of them are in Bali, Barcelona, Australia, Hungary, England for example). they communicate via Zoom (similar to Skype), and collaborate using team and project management tools such as Slack and Trello. What this means for you is that you are able to work from any location that you wish. You will receive supervision and guidance, however, it will online not presencial. You are given the autonomy to do your tasks from home, a cafe, or the beach! Whether you like to work in the mornings or in the evenings, do some work on a Saturday but have Wednesday off because you have a friend in town, it's up to you. It is about results and productivity, not about hours and timetables!

Benefits:

Unpaid position

nevertheless, they have had numerous interns over the past few years and they have always had a fantastic experience! Your work will be fulfilling and the role you undertake will be important to the company. It will be a hands-on internship where you will be involved in a variety of areas.

3664 - Marketing Assistant Internship in Barcelona

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Graphic design, Business, Digital marketing
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:

- Developing, implementing and monitoring social media strategies.
- Promote the platform via Twitter, Facebook, YouTube, etc...
- Working with Photoshop and Illustrator.
- Creating promotional materials for social media pages and special events.
- Posting offers on all web portals.

Requirements:

- Background related with graphic design.
- Knowledge of Photoshop and illustrator.
- Minimum stay 6-12 months

Benefits:

- 300 € per month

Location:

Barcelona

3652 - Finance and Accounting Internship in an E-commerce company in Alicante

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

Description:

Company description:

Our collaborator is an E-commerce company based in Alicante. It is formed by a team of professionals from different sectors offering to their client's information, advice and training on quality products related to urban gardening, organic food and cosmetics, horticulture and much more!

They have specialists in web development and online marketing who work every day to offer their customers an excellent online shopping experience.

If you are environment-friendly and concerned about leading a life in a sustainable way then this position is definitely for you!

Tasks:

Accounting
Invoicing
Payment management
Other position related tasks

Requirements:

- Languages: at least an intermediate level of Spanish. Knowledge of another language is consider as plus.
- Minimum 3 months

Benefits:

150 Euros Monthly
25 hrs/week
Monday to Friday from 9-14
Possibility the internship to be for more than 25 hours

3651 - Marketing Internship in Alicante

Location:	Alicante, Spain
Languages:	Spanish (Intermediate)
Fields:	Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:**Company description:**

Our collaborator is an E-commerce company based in Alicante. It is formed by a team of professionals from different sectors offering to their client's information, advice and training on quality products related to urban gardening, organic food and cosmetics, horticulture and much more! They have specialists in web development and online marketing who work every day to offer their customers an excellent online shopping experience. If you are environment-friendly and concerned about leading a life in a sustainable way then this position is definitely for you!

Tasks:

- Editing programs
- Campaigns
- Email marketing
- Social Media

Requirements:

- Languages: at least an intermediate level of Spanish. Knowledge of another language is consider as plus.
- Minimum 3 months

Benefits:

- 150 Euros Monthly
- 25 hrs/week
- Monday to Friday from 9-14
- Possibility the internship to be for more than 25 hours

3650 - Product Internship in an E-commerce company in Alicante

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

Description:**Company description:**

Our collaborator is an E-commerce company based in Alicante. It is formed by a team of professionals from different sectors offering to their client's information, advice and training on quality products related to urban gardening, organic food and cosmetics, horticulture and much more! They have specialists in web development and online marketing who work every day to offer their customers an excellent online shopping experience. If you are environment-friendly and concerned about leading a life in a sustainable way then this position is definitely for you!

Tasks:

- Purchasing management
- Catalog management
- Web content
- Other position related tasks

Requirements:

- Languages: at least an intermediate level of Spanish. Knowledge of another language is consider as plus.
- Minimum 3 months

Benefits:

- 150 Euros Monthly
- 25 hrs/week
- Monday to Friday from 9-14
- Possibility the internship to be for more than 25 hours

3648 - Online Marketing - English

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	IT & Web development, Communication / Journalism, Business, Digital marketing
Extra benefits:	Salary of 100-200 €.

Description:

Our collaborator is the first social crowdfunding platform with any cost for taxpayer and projects. They are a Startup working from one of the most famous Accelerators companies in Barcelona, Spain. This is an amazing opportunity to learn about entrepreneurship and marketing. The company is now looking for new talented online marketing students to help with the business development.

Position: Online marketing

Tasks:

- SEO/SEM
- Community management
- Wordpress
- Content generation
- Web analytics

Requirements:

- Online marketing knowledge is required
- Good english level

Conditions:

- Monday to Friday from 10:00am to 18:00pm
- 200€/month if the candidate can stay more than 4 months (the amount can be discussed with the manager), otherwise unpaid.

3634 - Guest Relations - Reception internship

Location:	Malaga, Spain
Languages:	English (Advanced)
Fields:	Events, Languages, Hospitality / Tourism
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is a luxury rental accommodation in Marbella. Considering it one of the top sunny destinations in Spain, the company believes a great rental should take back to genuine customer service, high-end properties and real locals living next door.

We are looking for a warm welcome, a happy smile, a positive attitude, a pro-active person who is passionate about delivering excellence in guest service.

If you are looking for a unique opportunity to develop your professional skills in hospitality, then this company is your best option.

Responsibilities

- In charge of the guest relation since a reservation is confirmed until the departure.
- Send guests pre-arrival information and assist them with any need/doubts they may have via email, telephone, and WhatsApp.
- Coordinate check-ins at our office or in the house and make sure all information is well delivered and explained.
- In communication with housekeeping/maintenance to control those properties are clean/well prepared when the new guests are coming.
- In charge of keys collection and track the keys report guaranteeing all keys are controlled.
- Follow up daily calls and emails. Provide an answer within 24 hours.
- Responsible for the closing cashier
- Being knowledgeable of information on the properties and surrounding areas

Requirements

- Related studies or previous experience in the hospitality and tourism industry
- High level of English is a must
- Other languages as an asset
- Strong communication skill, pro-active, customer service oriented
- Driving license is essential (for our scooter)
- Professional appearance and manner
- Minimum 6 months internship

Internship benefits

300 € per month

Internship hours

40 hours per week changing schedules

Location

Puerto Banús, Marbella

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

3583 - Booking and Customer Service position in Barcelona, Spain

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

Description:

Our partner is an international real estate agency that is looking for interns in their customer relations department. Based in Barcelona, the beautiful capital of Catalunya, the company is characterized by professionalism and a good reputation, combining apartment rental with a wide variety of extra services, in order to make the customers' stay as comfortable as possible. Focused on customer satisfaction, their friendly team is delivering the best service, always wearing a smile.

You will become a part of this team and help them in their everyday activity while developing your professional and interpersonal skills and gaining hands-on experience. They don't have a reception per se. We have representatives who operate outside the office to meet their guests at the apartment, so they would be interested for you to make an internship in their office with them.

BOOKING AND CUSTOMER SERVICE POSITION

Tasks:

- Replying to email requests from prospective clients/guests (in English and Spanish).
- Replying to emails from clients/guests with reservations (in English and Spanish).
- Answering phone calls to clients (in English and Spanish).
- Managing testimonials from guests.
- Occasional studies as needed (regarding competitors' prices, etc.).

Requirements:

- High level of English (written and spoken)
- Other languages as French and/or Spanish is a plus
- Good communication skills
- High motivation and versatility
- Availability for minimum 6 months
- Ability to get a training agreement from your university

Starting date: 10th of December. Duration 6 months.

Internship hours: 38 hours per week.

Tuesday to Friday 09:30-18:30 (minus 1 hour lunch at 13:00), Saturdays 10:30-17:30 (minus 1 hour lunch).

Benefits: 300 EUR/month, 2 days holiday/month

3582 - Social Media & Marketing assistant Internships in Barcelona, Spain

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

Description:

Our partner is an international real estate agency that is looking for interns in their customer relations department. Based in Barcelona, the beautiful capital of Catalunya, the company is characterized by professionalism and a good reputation, combining apartment rental with a wide variety of extra services, in order to make the customers' stay as comfortable as possible. Focused on customer satisfaction, their friendly team is delivering the best service, always wearing a smile.

You will become a part of this team and help them in their everyday activity while developing your professional and interpersonal skills and gaining hands-on experience. They don't have a reception per se. We have representatives who operate outside the office to meet their guests at the apartment, so they would be interested for you to make an internship in their office with them.

Tasks:

- Coordinate and implement social media campaigns using strategic planning
- Manage social media sites (Facebook, Instagram, Twitter, Google)
- Write weekly blog articles in English (SEO optimization)
- Prepare and send a monthly newsletter
- Contact providers to get exclusive offers for our guests
- Create and improve website content & functionality
- Insert new apartments descriptions & photos on the website

Requirements:

- High level of English (written and spoken)
- Other languages as French and/or Spanish is a plus
- Good communication skills
- High motivation and versatility
- Availability for minimum 6 months
- Ability to get a training agreement from your university

Starting date: Beginning of April 2019. Duration 6 months

Internship hours: 36 hours per week. From Monday to Friday

Benefits: 300 EUR per month, 2 days holidays per month

3567 - Communication and events internship in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Communication / Journalism, Events

Description:

Our collaborator is a well-known design studio located in Barcelona, Spain. They are working in many different fields (industrial, private properties, public projects) handling every year a wide range of projects. They would be open to receive a student of journalism, marketing or audiovisual communication with interest in expanding their training in the field of design, and in the management and planning of digital communication campaigns, architectural photography and product.

The student would work with the communication manager in the following tasks:

- Management of social networks
- Product photography and space
- Development of press releases and project reports
- Translation and revision of texts
- Clipping
- Event organization

Requirements

Fluent english

Minimum duration: 3 months

Amazing environment in one of the best studios in Barcelona.

This position is unpaid, but offers a great learning experience in a really specific field.

3532 - Sales Internship in Castelldefels, Barcelona

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

Description:

Our collaborator is an online operating company in Viladecans, Barcelona. It understands their customer demand and their day-to-day operations, by acquiring and managing hidden data that provides powerful and actionable insights to boost sales and improve operational efficiencies. They are seeking a results-driven sales representative studying business to actively seek out and engage customer prospects. You will provide complete and appropriate solutions for every customer in order to boost customer acquisition levels and profitability.

Tasks:

- Generate and qualify leads via phone and email
- Schedule sales appointments and activities
- Promote services to new and existing customers
- Perform cost-benefit and needs analysis of new and existing customers
- Close sales by means of excellent customer service and salesmanship
- Develop strategies for more effective sales closing, share with the team
- Maintain positive business and customer relationships to prolong customer lifetime value

Requirements:

- 5 months minimum duration.
- English is a must.
- Excellent customer service and communication skills, both verbal and written

Benefits:

300 € per month

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3531 - Fluent English- Marketing Internship in Castelldefels, Barcelona

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is an online operating company in Viladecans, Barcelona. It understands their customer demand and their day-to-day operations, by acquiring and managing hidden data that provides powerful and actionable insights to boost sales and improve operational efficiencies. They are seeking an experienced, creative marketing or journalism student to join their growing organization. In this position, you will use a multitude of platforms to boost the revenue for their company. You will seek to increase build brand awareness through both traditional and new media campaigns.

Tasks:

- Create resources each month to drive leads, subscribers, awareness, and/or other important metrics
- Blog on an ongoing basis to support, promote and to attract site visitors through search, social media, and email subscribers.
- Grow our subscriber base by providing them with regular, helpful content that's aligned with their needs and interests.

Requirements:

- English language is a must. Another language like Spanish, Italian or French would be a plus
- Be creative

Benefits

- 300 € per month

3445 - Brand Analyst Internship in Girona, Spain

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

Description:**Company description:**

Our collaborator is an international online retailer specialised 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 interns to join their international and innovative office in Girona, Spain.

Tasks:

- Market Research
- Research of the Top Competitors and their brands
- Matrix analysis of competitors brands and company's brands

Requirements:

- Good level of English
- At least b1 Spanish

Location:

Girona

Remuneration:

- 300€/month
- Minimum duration of 6 months

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

3369 - Account management in a Luxury Villas & Travel company in Barcelona (B2B)

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

Description:

Our collaborator company is specialised in vacation rentals with an existing presence in Asia. They are expanding their current team with an office in Barcelona and they are looking for proactive and enthusiastic interns for a very immersive, multi-tasking experience within their multi-lingual team.

Tasks at the company:

- Continuous research for new booking partners and set up of agency agreement
- Plan, prepare and deliver regular email newsletter in multiple languages (EN, CN, RU) on a weekly basis
- Update management systems and other extranet with information as relevant
- Plan, prepare and deliver regular blog articles for some clients and or the company
- Coordinate with the membership team about the release of special offers, new properties
- Contribute to update our social media and marketing strategy to expand the online visibility of the brand and membership (management of such strategy will be dealt with separately)

Requirements:

- Spoken and written English proficiency is a must
- Minimum 6 month, up to 12 month;
- Candidate must be autonomous, able to take on responsibility and able to work on several projects simultaneously
- Studies related to tourism or experience related to tourism management (real estate experience, experience in a tourism agency etc)

Conditions:

- 300€ monthly for the first 3 months, 600€ after this period.
- Location in a co-working space in Barcelona

3285 - Content Creator Internship in Girona, Spain

Location:	Girona, Spain
Languages:	English (Intermediate)
Fields:	Copywriting, Languages, Economics / Finance, Business

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.

Tasks:

- Update product prices on the website
- Update product descriptions
- Update images of the products on the website

Requirements:

- Good level of English
- Minimum 3 months of internship

Remuneration:

300€/month, full time internship

559 - 200€ Paid front desk and marketing internship position in Barcelona, Spain

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

Description:

Our collaborator is owner of physical adventure game in which participants needs to solve series of puzzles, find clues and solve the problem within a set time limit. It is a fast growing company that has new places all over the world. With a new, talented and enthusiastic team they offer a cool experience, guests from around the world and a chance to realize their own ideas.

Tasks:

- Welcoming guests
- Guide them through the Rooms
- Social Media
- Organize marketing activities
- Booking assistant

Requirements:

- Friendly and enthusiastic
- Passionate about what they do
- Fluent English
- Spanish is a plus
- Any additional European language is a plus
- minumum duration 4 months

Internship hours:

Shifts starting from 9:30 or 15:30

Benefits:

200€ /month