

## 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.

### 3653 - Receptionist internship in Conil de la Frontera, Cadiz, Spain

Location:	Cádiz , Spain
Languages:	English (Advanced)
Fields:	Hospitality / Tourism
Extra benefits:	Includes accommodation.

**Description:**

Our collaborator is a new hostel situated at Conil de la Frontera, Cadiz. This new hotel is focused on people who love surfing, kitesurfing, and windsurfing. They aim to create a new place who everyone who loves these sports can meet and interact with each other. The hostel is only 5 km from El Palmar beach and La Fuente del Gallo, two of the main surfing spots and only 100 meters from the best spot to kitesurf and windsurf.

**Tasks:**

- Check-in and check-out of clients
- Management of new reservations of new clients
- Billing of clients
- Phone call management
- Bar management
- Supervision of common areas and bedrooms
- social network
- Organization of surf class and Kitesurf class

**Requirements:**

- Fluent in English or Spanish
- Able to provide a training agreement
- Open to work in different shifts Morning - Afternoon - Night, depending on the candidate.
- Tourism degree

**Benefits:**

Accommodation with the other staff.  
40 hours per week  
minimum 3 months

**Location:**

Conil de la Frontera, Cadiz, Spain

## 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

## 3584 - Revenue management assistant 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 revenue 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.

### REVENUE MANAGEMENT ASSISTANT POSITION

#### Tasks:

- Responsible for the listings on these intermediary pages to ensure they are updated / publish new ads: Homeaway, Spain-holidays, FlipKey, Holiday-lettings, HouseTrip, Wimdu.
- Creating apartment descriptions on different websites.
- Price updates in the system / Revenue management
- Specific tasks and individual projects as needed.
- Benchmarking
- Assist with confirmations, requests, customer emails, and answer the phone when needed

#### 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 3 months

**Starting date:** 21st of January 2019. Duration 6 months (minimum)

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

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

**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

### 3278 - Luxury Villas & Travel B2B account management

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	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)

**Conditions:**

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

### 3214 - Animation and Social Media Internship in Granada

<b>Location:</b>	Granada , Spain
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Human resources, Events, Languages, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 100-200 €. Includes accommodation.

**Description:**

Our collaborator is a high quality Hostels chain, based in Spain and the United States. Awarded by Tripadvisor during many years as the best hostels in Spain, they are customer oriented being really important for them the customer care and the relation with the guests. Their staff is fun and close, making the stay of the customers as good as possible.They are currently looking for a student to help their team with animation and social media related tasks.

**Tasks:**

- Creating and defining new animation activities, such us city tours and waterfall tours, tapas tours, prepare small concerts in the hostels and games.
- Applying the activities and accompany clients during the different activities
- Making photots and videos and upload them to social networks.

**Requirements**

- Fluent in English
- Basic level of spanish is consider as a plus
- Able to provide a training agreement

**Benefits**

The internship is paid 100 € a month + Accommodation shared with the other staff (in an apartment nearby, only girl or guys in each room) and breakfast. Full time internship, 40 hours per week

## 3193 - Reception and F&B Assistant in Granada

<b>Location:</b>	Granada , Spain
<b>Languages:</b>	Spanish (Beginner) and English (Intermediate)
<b>Fields:</b>	Languages, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 100-200 €. Includes accommodation.

### Description:

Our collaborator is a high quality Hostels chain, based in Spain and the United States. Awarded by Tripadvisor during many years as the best hostels in Spain, they are customer oriented being really important for them the customer care and the relation with the guests. Their staff is fun and close, making the stay of the customers as good as possible.

They are currently having a Hotel and a Hostel in Granada and they are looking for an intern to assist with the breakfast preparation. This internship will help you improve your language skills and there is the possibility to help in the Reception once you will be feeling more comfortable with the Spanish language.

### Tasks:

- Develop customer service policies and procedures
- Handle face-to-face enquiries from customers
- Checking guests in and out
- Basic concierge assistance
- Planning and organizing group arrivals
- Day to day processing and input of group reservations while following hotel reservations policy
- Maintaining a positive selling approach to maximise yield in both occupancy and rates
- Liaising with other departments to prepare for group arrivals
- Assisting the Front office with closing accounts
- Answering all of the calls promptly in a courteous and efficient manner
- Assist during breakfast
- Set up the buffet

### Requirements

- Good English
- Basic Spanish
- Able to provide a training agreement

### Benefits

The internship is paid 100 € a month + Accommodation with the other staff (in an apartment nearby, only girls or guys in the same room) and breakfast.

### 3067 - 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:**

- Check in and check out.
- Collect payments.
- Social media and visual communication management.
- Keep updated the Social Media platforms (taking pictures and adding to the platform)
- Welcoming guests and giving general information about the city.
- Giving guests all information about Hostel regulations, explaining Hostel facilities to arriving guests
- Promoting and informing the guests about daily/weekly activities.
- Helping to develop hostel events.
- Receiving feedback and complaints
- Administration tasks: booking, reservations, emails, calls, etc.

**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)

### 3065 - Reception internship, Malaga

<b>Location:</b>	Malaga, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €.

**Description:**

Our collaborator is a leisure travel company from Málaga, letting out the best holiday flats in metropolitan Málaga and Torremolinos. With over 60 fully furnished and equipped flats, they are currently looking for people to join their team.

The company have two vacancies available, the first a Marketing internship and the second a Reception internship.

**Reception internship**

**Main tasks:**

- Customer Support.
- Welcome to clients, check in/ checkout.
- Accompany clients to their apartments.

**Requirements:**

- Essential command of the English language and basic level of Spanish
- A third language is recommended, although not necessary.
- minimum 5 months

**Benefit:**

- 300€ monthly

### 3050 - Reception Internship in Spain

<b>Location:</b>	Castellon, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Includes accommodation.

**Description:**

Our collaborator is a Hotel chain of 3 and 4 star Hotels that combines luxury with comfort and excellent service. They are located on the most beautiful and important coasts of the Spanish peninsula and their facilities and luxury services make them unique and special! They are offering to their interns the opportunity to gain invaluable experience in an enjoyable working atmosphere. So if you want to gain full experience with different cultures and with very high customer service standards, this is a great opportunity for you!

**Tasks:**

- Management of tourist information in several languages.
- Reception management.
- Checking guests in and out.
- International phone reception.
- Services and schedule customers information.

**Requirements:**

- Speaks fluent English and some Spanish and one more european language.
- Minimum 3 months

**Duration:**

Position is available from May to end of September for a minimum of 3 months. (Internship must include both months of July and August)

**Remuneration:**

- 200 euros per month
- Shared accommodation (mix gender)
- Meals
- Evaluations
- Uniform

**Locations:**

Costa Azahar · Costa Ballena · Costa de la Luz · Costa Brava · Costa de Barcelona · Costa de la Luz · Costa de Almería y Costa Cádiz

### 3017 - Food and Beverage (Service) Internship in Spain

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Includes accommodation.

**Description:**

Our collaborator is a Hotel chain of 3 and 4 star Hotels that combines luxury with comfort and excellent service.They are located on the most beautiful and important coasts of the Spanish peninsula and their facilities and luxury services make them unique and special! They are offering to their interns the opportunity to gain invaluable experience in an enjoyable working atmosphere. So if you want to gain experience with different cultures and with very high customer service standards, this is a great opportunity for you!

**Tasks:**

- Prepare drinks, cocktails etc of the standard set by your tutor
- Maintain work area and guest area clean and tidy
- Public Relations with the guests
- Preparation of snacks and other food served at the bar.
- Other position related tasks

**Requirements:**

- Speak fluent English and one more european language.
- Knowledge of Spanish is consider as a plus
- Minimum 3 months

**Duration:**

Position is available from May until end of September for a minimum of 3 months. (Internship must include both months of July and August)

**Remuneration:**

- 200 euros per month
- Shared accommodation (mix gender)
- Meals
- Evaluations
- Uniform

**Locations:**

Costa Azahar · Costa Ballena · Costa de la Luz · Costa Brava · Costa de Barcelona · Costa de la Luz · Costa de Almería y Costa Cádiz

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

## 1541 - Bar and Restaurant Internship in Mediterranean Coast

<b>Location:</b>	Palma de Mallorca, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Languages, Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 400-500 €. Includes accommodation.

### Description:

Our collaborator is Hotel chain offering to their clients a wide variety of rooms in the best destinations in Spain! They are specializing on the management of holiday resort offering the best conditions to their clients so they can enjoy to the fullest their vacations! They are currently having several hotels of 3 and 4 stars in Spain.

So are you looking for a Hospitality internship? This internship can help you develop your Hospitality experience by learning the ropes from more experienced professionals. At the end of your internship, you'll have relevant experience to help you decide if a career in Hospitality is the right choice for you.

### Main tasks

#### - Prepare the dining room

To prepare tables before the opening of the restaurant and check the cleanliness of them.

To prepare relatively simple dishes (appetizers, salads, pizzas, pancakes, some desserts, ice cream...) and drinks.

#### - Welcome

To take care of supplies (food or culinary) and help in the kitchen.

To accompany the guests to their table and ensure that they consistently lack nothing

To advise them to choose their menu and takes their order

To bring the bill and proceed with payment

#### -Bar/Terrace

To prepare and serve beverages, prepare different cocktails

To advise the guests in their choice of beverage and explore new recipes.

To collect the glasses and keep the area neat and tidy

To prepare the room, clean and maintain clean: preparation of tables, dishwashing, stocking refrigerators, coffee makers, machine washing glasses.

### Requirements

- Fluent English.
- Spanish/Dutch/French/Russian is a plus
- Relevant study fields (Hospitality, Tourism, Marketing or Languages)
- Minimum 3 months (June-September)

### Internship hours:

40h / week

### Benefits:

400€/monthly (payment in two parts) + share accommodation + meals + airport transfer

### Location:

Mallorca and Ibiza

**1349 - Entertainment Internship on the Spanish Coast- 100 euros/month with accommodation and food**

Location:	Girona, Spain
Languages:	English (Intermediate)
Fields:	Sports, Hospitality / Tourism
Extra benefits:	Includes accommodation.

**Description:**

Inspired by a commitment to excellence, our collaborator is a famous hotel chain currently looking for motivated individuals to join their animation team, helping them with different animation activities, social events and other touristic activities! The mission of their team is to create unforgettable memories for their guests with a constant creative approach.

You will closely collaborate with the entertainment team and support the event managers.

They need lively entertainers with loads of energy and a great team spirit for this position; you don't need to have experience to apply for this position but you definitely need to be an active and friendly person.

If you like interacting with people of all ages and being on stage then this is your big chance!

**Tasks**

- **Sport activities:** you will be participating in sport activities like football, volleyball, or swimming competitions.
- **Recreational activities:** your outgoing personality will encourage our guests to participate in activities like dancing, crafts, games and a lot more! You will also perform in some shows with the animation team.
- **Cultural activities:** hotel entertainers do not only organise activities within the hotel facilities! Thus, one of your tasks will also be taking responsibility for cultural activities such as city tours.
- **Supporting the entertainment department:** teamwork is a must. As part of the entertainment department, you will be collaborating with your colleagues and helping them with their daily tasks.

**Requirements:**

- Fluent English
- Preferably with knowledge of other languages like Spanish, French or Russian
- The candidate should be a dynamic and decisive person
- Capacity to relate to different age groups, children and adults alike
- The candidate must be available for at least 3 months
- Able to do a split-schedule

**Benefits:**

- 100 euros + accommodation + food
- Accommodation in shared single-sex rooms with other members of the animation team
- The company will provide a uniform

**Locations:**

Different locations on the beautiful Spanish coasts (Malaga, Salou, Benidorm, Girona)

Be determined during the interview with the company manager

**Internship hours:**

40 hours weekly, with 1.5 days off per week

## 1164 - Hostel Receptionist

<b>Location:</b>	Rimini, Italy
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Languages, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €. Includes accommodation. Free accommodation in shared room, free laundry, free breakfast and lunch (with free food in the hostel).

### Description:

Our collaborator is a recognised Hostel situated along the Adriatic Coast. They are only 200 meters from the beautiful sandy beach and few minutes walk from all amenities. It is the perfect place to do a good internship experience and to learn in a professional environment, very friendly and easy going. The company is looking for enthusiastic, friendly and passionate people to participate in an international atmosphere.

### The requested tasks are:

- Check-in and check out activities. You need to be really welcoming and smiling.
- Taking care of guests in activities of front desk and guests registration.
- Running the day to day front and back office operations, in close contact with the other staff, the housekeeping and the owners.
- Customer service before, during and after the booking.
- Customer care.
- Use of the PMS system
- Reservations management: by phone, by email, by website, etc.
- Contact with the main Online Travel Agencies and use of the Extranet (Booking.com, Hostelworld, etc).
- Caring of groups blocks.
- Target identification.
- Touristic information service.
- Control of the clients review and answering back.
- Competitors check.
- Bar tendering and breakfast operations.

### Requirement:

- Fluent English and intermediate Italian. Other languages are welcomed.
- Be available for 3 months
- Be insured (liability).

### Condition:

- The position is remunerated with 100-300 € per month.
- Full time
- Free accommodation in shared room
- Free breakfast and lunch.

### Location:

Rimini, Italy

March to September 2018

## 2818 - Revenue assistant

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

### Description:

We are 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 €
- 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.

## 2809 - Bar & Hospitality internship in Valencia, Spain

<b>Location:</b>	Valencia, Spain
<b>Languages:</b>	Spanish (Beginner) and English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 100-200 €. Includes accommodation. Spanish Course or 150€/month + accommodation

### Description:

Our collaborator is a modern hostel located in the city centre of Valencia, just few minutes from the emblematic Cathedral.

They are offering to their interns the opportunity to gain invaluable experience, enjoyable working atmosphere with great team members. They also offer fun and free activities to enjoy your stay with them.

They are now looking for an intern to assist in serving the hostel guests in the bar.

##### Tasks:

- To prepare tables before the opening of the bar and check the cleanliness of them
- To prepare relatively simple dishes (snacks,...)
- To prepare and serve beverages
- To collect the glasses and keep the area neat and tidy
- Serving the guests and customer services

##### Requirements:

- Good level of English, Spanish at least a2

##### Benefits:

- Spanish course or 150€/month
- Accommodation in a shared room, mix gender.
- Breakfast in the hostel

Location: Valencia

Availability: Open all year.

Minimum 3 months

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

## 2896 - Bar and restaurant internship

<b>Location:</b>	The Canary Islands, Spain
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €. Includes accommodation. Meals

### Description:

Our collaborator is a high quality Hotel Resort in Lanzarote, in the Canary Island, Spain. It has been awarded by Trip advisor and it is known as one of the best hotels in Lanzarote. They are customer oriented, therefore customer care and relations are really important for them. Their staff is fun and diligent, making the stay of the customers the best possible.

#### Positions

##### BAR AND RESTAURANT

- Serving customers (breakfast, lunch and dinner)
- Preparing drinks and the dining room
- Bar service (the hotel offers an all-inclusive service) so also responsible for the beverage service, both day and night during the hotel opening hours.
- To prepare tables before the opening of the restaurant and check the cleanliness of them.
- To accompany the guests to their table and ensure that they consistently lack nothing
- To prepare and serve beverages
- To collect the glasses and keep the area neat and tidy
- To prepare the room, clean and maintain clean: preparation of tables, dishwashing, stocking refrigerators, coffee makers, machine washing glasses

#### Requirements:

- Minimum 3 months stay
- Liability and health insurance

#### Internship hours:

40 hrs / week (split internship schedule)

#### Conditions:

- 300€ per month
- Accommodation + meals provided

## 515 - Reception Hostel Pisa, Italy

<b>Location:</b>	Pisa, Italy
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 100-200 €. Includes accommodation.

### Description:

Our collaborator is searching for a friendly and motivated person to have an internship in a hostel, to help hosting guests from all over the world. The hostel is located 20 minutes walking from the famous Pisa tower. The environment is really young and dynamic.

#### RECEPTION POSITION

##### Tasks:

- assisting senior reception colleagues
- assisting with bar/café service
- checking guests in and out
- cleaning bar area and lounge area

##### Requirements:

- Good level of English
- Being flexible with time schedule
- Being able to act under pressure

##### Internship hours:

7h 40min per day, 5 days/week

##### Dress code:

Hostel uniform

##### Benefits:

- Shared accommodation with other interns, same gender
- Breakfast
- Dinner buffet
- 200 euros/month

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## 365 - Animation internship

<b>Location:</b>	The Canary Islands, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Events, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 400-500 €. Includes accommodation. Meals

### Description:

Our collaborator is a high quality Hotel Resort in Lanzarote, in the Canary Island, Spain. It has been awarded by Trip advisor and it is known as one of the best hotels in Lanzarote. They are customer oriented, therefore customer care and relations are really important for them. Their staff is fun and diligent, making the stay of the customers the best possible.

### Animation position

#### Tasks:

- Dealing with customers
- Supporting the entertainment team in the hotel's leisure activities
- Mini club and maxi club
- Sport activities, archery, mats in pools.
- Recreational activities (Dancing shows, games ..)
- Other tasks related to.

#### Requirements:

- Minimum 3 months stay
- Liability and health insurance

#### Internship hours:

40 hrs / week

#### Conditions:

- 300€ per month
- Accommodation + meals provided