

## **Business Development**

[WWW.DPOINTGROUP.COM](http://WWW.DPOINTGROUP.COM) IS SEARCHING FOR INTERNS IN BUSINESS DEVELOPMENT IN BARCELONA!

Main tasks for the Business Development Internship:

- Develop New International Markets,
- Client Prospection,
- Build Client Relationship

The intern will have to deal with B to B inquiries of our giant advertising products from our international clients over Europe and the Americas.

Required profile for the Business Development Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **MARKETING**

[WWW.DPOINTGROUP.COM](http://WWW.DPOINTGROUP.COM) IS SEARCHING FOR INTERNS IN MARKETING IN BARCELONA

Main tasks for a Marketing internship:

- marketing online,
- blogging,
- community management,
- sale
- offline Marketing

The intern will be trained in order to perform different marketing campaigns using google adwords, wordpress, facebook, twitter and social media managers as well as viral video campaigns on you tube and other medias in order to increase the promotion of our products and services.

Required profile for a Marketing internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **HOSPITALITY**

[WWW.DPOINTGROUP.COM](http://WWW.DPOINTGROUP.COM) IS SEARCHING FOR INTERNS IN HOSPITALITY DEPARTMENT IN BARCELONA

Main tasks for the Hospitality Internship:

- Front Desk Reception of New guests
- Organizing Daily Schedule,

- New Bookings

The intern will be taking care of the coordination of the apartments set ups, check in and check out hours of our guests, managing our maintenance employees and helping guest with their requieres.

Required profile for the Hospitality Internship: English and Spanish spoken is a plus

Remuneration (if any): none

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **WEB DEVELOPMENT**

**WWW.DPOINTGROUP.COM S SEARCHING FOR INTERNS IN WEB DEVELOPMENT DEPARTMENT IN BARCELONA**

Main tasks for the Web development Internship:

- Develop New Websites and Existing Web sites,
- Web Marketing,
- Quotation of web solutions to our clients.

The intern will have to update our websites, create new sections and create new websites for us and our clients.

Required profile for the Web development Internship: English and Spanish spoken is a plus, Manage of php, wordpress, html

Remuneration (if any): none, % of the income we may have for his web development tasks

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **TOURISM MANAGEMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN TOURISM MANAGEMENT DEPARTMENT IN BARCELONA**

Main tasks for the Tourism Management Internship:

Manage and Creation of tours, activities, conferences and events.

The intern is expected to be innovate and create new services for our clients and manage the existing ones.

Required profile for the Tourism Management Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **PROGRAMMING**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN PROGRAMMING DEPARTMENT IN BARCELONA**

Main tasks for the Programming Internship:

- Programming Services for our Websites,
- Quotation of Programming Solutions to our Clients.

The intern will have to update our websites, mobile applications, develop our start-ups ideas and projects samples, and participate in our own projects and clients projects.

Required profile for the Programming Internship: English and Spanish spoken is a plus, Manage of Joomla or Drupal, Knowledge of Mobile Application Creation

Remuneration (if any): none, % of the income we may have for his programming tasks

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **HUMAN RESOURCES**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN HUMAN RESOURCES IN BARCELONA**

Main tasks for the HR internship:

- Recruitment campaigns,
- Interview new applicants,
- Post New Positions,
- help new interns and part time employees with their schedule and tasks

The intern will be trained in order to perform all the tasks mentioned before. Resources and information of the company will be supply to the intern to succeed in his missions.

Required profile for the HR Internship: English and Spanish spoken is a plus

Remuneration (if any): none

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **EVENT MANAGEMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN EVENT MANAGEMENT IN BARCELONA**

Main tasks for the Event Management Internship:

Manage and Creating New Events in our Venue or Outdoor, Conferences, Sport Events.

The intern is expected to innovate and create new events for our clients and manage the existing requests of services for events that we usually have.

Required profile for the Event Management Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **LEGAL DEPARTMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN LEGAL DEPARTMENT IN BARCELONA**

Main tasks for the Legal department Internship:

- write terms and conditions of websites
- write contracts with suppliers and clients
- analyse the content of our websites whether they are legally correct
- contact with embassies for VISA process for our new non-European interns
- website disclaimers
- analyse the image rights for all the websites' photos and logos

Required profile for the Legal department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **LOGISTICS DEPARTMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN LOGISTICS IN BARCELONA**

Main tasks for the Logistics department Internship:

- manage the storage
- update the inventory of the existing properties and offices
- organize new purchases
- organize deliveries of products to clients
- supply chain management

Required profile for the Legal department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **FINANCIAL DEPARTMENT**

Tasks for Financial Department:

- Assist with month-end financial reports
- Management of internal risks
- Post journal entries
- Help with accounts receivables
- Payable and bank statement reconciliation

- Assist with internal audits
- Balance sheet analysis
- Work with the finance team on yearly forecast plan

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved): financial analysis skills, knowing of internal processes, measurement of internal risks, conducting of internal audit, ability to make financial reports

Required profile for the Legal department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)