

4341 - Public Relations, Marketing and Customer Support Agent in Barcelona

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

Description:

Our collaborator is the number one private boat company Barcelona! They are providing hands-on sailing experiences with a professional guide creating a unique and unforgettable experience to their clients.

Their main goal is to share with them their love for the sea, nature and sailing while watching the city from the sea, relaxing with the music and with a glass of wine, eating something special with natural tasty and listen the voice of the wind!

This position is a great opportunity for you to gain experience in marketing, customer service and public relations. You would be working in a multicultural team and interacting with international clients on a daily basis.

Your main tasks are going to be:

- Welcoming the guest when required at the meeting point at the Marina
- Support management in guest bookings, calls, chat
- Support the skipper in the on board procedures
- Support the skipper with the guest needs
- Handle check out in terms of questionnaire, collect guest feedback from the experience (no money or payment process involved)
- Manage follow up in terms of social media, collect on line reviews and marketing campaign

Requirements

Fluent in English

Knowledge of Spanish is consider as a plus

Maintain professional attitude

Duration: minimum 3 months or more

Remuneration: 200 € per month.

4252 - Administrative Assistant Internship in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Economics / Finance, Business
Extra benefits:	Salary of 100-200 €.

Description:

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

Tasks:

- Document management. Classify, review, order and file supplier and customer documentation.
- Classify, register and file communications and documents, according to the parameters established in the company.
- Review and supervise the correct management of the PRL documentation uploaded to the HR management platform.
- Provide administrative support in the area of labor-management of the company, under the supervision of a staff of the HR department.
- Process the required internal communications, according to the established procedure.
- Ordering office material and its subsequent follow-up, under the supervision of the person in charge.
- Carrying out part of the management of the process of cancellation of clients, under the supervision of the personnel of the administration department.
- Print and control the numerical file of the invoicing issued.

Requirements:

Minimum 3 months

Intermediate Level of Spanish

Intermediate level of English

Able to provide training agreement

Benefits:

100 € gross per month

40 hours per week

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4244 - Events Management in Barcelona

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

Description:

Our collaborator is an online operating company in Barcelona. They are offering a platform where people can find apartments all over the world. You will be working with the marketing director of the company and help with the daily activities. We will give you everything you need to know about marketing on the B2B level (online and offline Marketing).

Tasks:

- Assist the Account Management and Sales team with
- In charge of taken any incoming calls from clients.
- Controlling parts of the CRM system and assisting with reporting.
- Reaching out and following up with certain clients.
- Different tasks, such us checking deals or invoices.
- Helping with daily office management tasks.

Requirements:

- Good level of English (written and verbal)
- Spanish and/or French is a plus
- Minimum 5 months

Internship hours:

35 hours / week

Benefits:

300€ / month
Gym discounts.
Office located in the sunny Barcelona and close to main metro stations.
Possibility to join the company as an employee after the internship period.

4235 - Portuguese - Digital marketing, business development and customer relations in a top tourism e-commerce in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Beginner) Portuguese
Fields:	Business, Hospitality / Tourism, Digital marketing
Extra benefits:	Salary of +500 €.

Description:

Our collaborator is one of the top tourism portals in Spain, which offers tourists the possibilities to book housing, experiences, and others all around Spain but as well in France and Portugal.
They are a fast growing company, located in Barcelona and they would like to find some Portuguese speakers to join their team.

Tasks

Digital marketing: the creation of content, country content development
Customer relations: supporting Portuguese customers, helping them with any doubts or requests they could have.
Business development

Requirements

Portuguese native speaker
Basic Spanish
min 3 months

Benefits

320 euros gross per month (20 hours per week)
640 euros gross per month (39 hours per week)
Possibilities to be hired after the placement
Social Security coverage and training plan

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4161 - 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

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

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

4148 - Portuguese- Sales internship in Madrid, Spain

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

Description:

Our collaborator is a young but dynamic group who has experiences in innovation in Marketing and Communication. Their Sales Department is seeking potential and dedicated candidates to join their team in Madrid, Spain for beauty products targeting both men and women. Joining this team, you will have invaluable opportunities to learn the most advanced techniques of sales and communication as well as practical experience in E-commerce industry.

Tasks:

- Sales report, control of ERP and online shop of the country
- Contact and communicate with clients (B2C), email answering, Skype, phone calls, etc.
- Commercial support of and improvement proposals in order to boost sales in each country
- Telephone support B2B support and affiliation if necessary

Requirements:

- They are looking for candidates with a native standard level of Portuguese
- Spanish will be a plus
- Relevant study fields
- Strong communication and negotiation skills
- Prior experience is not compulsory but a plus

Internship hours:

300 euros full time
150 euros part-time

Location: Madrid

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4074 - Marketing Internship in a start up in Seville, Spain

Location:	Sevilla, Spain
Languages:	Spanish (Advanced) and English (Advanced)
Fields:	Digital marketing
Extra benefits:	Salary of +500 €.

Description:

Our collaborator is a high growth technology startup based in the city of Seville. The company has created an application that resolves in a fast, comfortable and safe way the procedures involved in the rental process of tourist accommodations.

Since its launch last March of 2018, the company has reached over 3,000 accommodations throughout Spain, helping managers to automate all the bureaucratic processes that must be performed during the check-in. They are now expanding in more countries.

Their team consists of young but experienced individuals always happy to help. Their departments are led by professional, creative, and passionate individuals, who work continually to improve their service and their technology and to adapt it to everyday needs.

They are looking for motivated interns who are currently enrolled in a University and they are currently on their last year of studies or master, or recently graduated with the possibility of obtaining a Training agreement from their former University. There is a possibility to offer a permanent job after the completion of the internship.

Tasks:

- Own the company SEO and SEM metrics
- Execute on-site and off-site SEO tactics to increase visibility
- Manage pay-per-click advertising campaigns in Google Adwords and other networks
- Monitor day to day results and data analytics to take actions based on it
- Research the market, keywords and competitors to build and target new campaigns
- Identify opportunities for expansion
- Support the marketing team define the strategy and goals

Requirements:

- Advanced English and Spanish
- Minimum 5 months
- SEM and SEO hands-on-experience
- Bachelor's degree or equivalent
- Outstanding quantitative and analytical skills, comfortable manipulating numbers
- Self-motivated and eager to learn
- Customer minded

It is considered as plus:

- Experience managing campaigns in multiple languages
- Experience usign hubspot
- Experience in a B2B SaaS company

Internship hours:

- Monday to Friday
- Full time

Remuneration:

- Up to 800 euros depending on the profile, can be higher
- Due to the fast company growth, there is a possibility to obtain a permanent job after the completion of the internship.

4072 - Portuguese - Customer Management in Sabadell, Spain

Location:	Sabadell, Spain
Languages:	Portuguese
Fields:	Communication / Journalism, Translator, Copywriting, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is high growth e-commerce company specialized in the decoration market. With an international orientation, the company is present through its sites in 45 different countries.

An international young team of 30 people works in an open environment where the different departments of the company take care of designing and developing websites and creating and manufacturing wall stickers under a high-quality standard.

This important International brand is well known for its capacity of offering personalized products from their headquarters near Barcelona to worldwide customers.

The marketing and customer assistance department plays a central role in the company.

You could become a Marketing country Manager for your native country learning and obtaining experience related to marketing online tasks, using Search Engine Optimization Techniques, Link Building, Data analysis, Social media marketing amongst others.

Main Tasks:

- Digital Marketing tasks to breach into foreign markets with the following tools and strategies: SEO on Page and SEO off page
- Social Media Management
- Customer Service
- Market Research and Data Analysis

Language Skills:

- Portuguese as a native standard
- Fluent English or Spanish

Requirements:

- Higher Education Undergraduate/ Postgraduate
- Desirable Attributes: Highly Motivated, International Ambitions, Any previous SEO/Marketing in E-commerce experience is a plus

Education:

Sales, business, marketing, administration, advertising, communication

Benefits:

400€ / month

4017 - Human resources assistant

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	Human resources, Business

Description:

Spain Internship was established in 2010 by highly motivated internationals. We offer internships and traineeships services for students and graduates worldwide. Spain Internship Student Agency is proud to be a young innovative and ambitious company which strives to find the right interns for the right company. We are constantly trying to extend our programs, to make the experience abroad for everyone as good as possible. You can be a part of this process, by helping us in our office.

Tasks:

Human resources

- Interviewing possible candidates
- Evaluating their qualifications regarding the positions
- Revising the candidates CVs to ensure a good match with the company

Customer service

- This is done via email, phone and Skype
- Using the CRM system to ensure a good information flow
- Maintenance of the databases

Online marketing

- Creating social media content (Facebook, Twitter, Google+ and LinkedIn)
- Initiate contact via social media
- Manage social media accounts

Market research

- Arranging possible collaborations
- The student's interest can influence this task

Requirements:

- Good level of English
- Spanish would be a plus
- Open and friendly
- Able to work in a team

Benefits: Unpaid, possibility to apply Erasmus+ scholarship from your university

Internship hours:

38h/week, from Monday-Friday

Location:

Seville, Spain

4006 - Paid 450/500 Digital marketing, content and business development internship in Seville, Spain (Portuguese)

Location:	Sevilla, Spain
Languages:	Spanish (Intermediate) Portuguese
Fields:	Advertising, Business, Digital marketing
Extra benefits:	Salary of 400-500 €.

Description:

Our collaborator is a company with more than 120 years of experience in medical supplies, products and services for Health. They work with either individuals, business or organizations providing almost any kind of solutions, manufacturing and development of the most complex healthcare projects.

They are a big size company, with around 100 full time employees and unique career opportunities. This is a great opportunity for qualified students who would like to make an internship abroad and/or begin a career abroad. If you are interested in digital marketing, business development and sales, this is an unique opportunity for you.

Tasks

- Digital marketing
- Business development
- Benchmarking / Research
- Translations
- SEO Optimization in your native language
- Customer service: Portuguese clients

Requirements

- Portuguese to a native standard
- Intermediate Spanish
- Business/communication or related studies
- Last years of bachelor or master studies
- Minimum 5 months
- Schedule FULL TIME: Monday to Friday, 39 hours/week. Monday to Thursday 8AM-4PM. Friday 8AM-3PM
- Also possible PART TIME: 25hours/week

Benefits

- Being part of an international team, unique career opportunity
- 450€ for Degree students/500 € for Master students (FULL TIME, part-time: proportional part)
- Social security coverage
- The possibility of being hired after the internship

Location

Sevilla

4001 - Apartment Management Internship in Barcelona. Spain

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

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. They are looking to fill in few positions described below.

Tasks:

- check in and out
- customer service
- answering to phone calls
- have a contact with customers in person
- informing about tours and tickets
- managing maintenance staff
- proceeding bookings
- managing channels and prices
- marketing tasks
- administrative work

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: 150 € per month and free Spanish lessons

After fourth month the salary is increased every month for 50 € until the maximum of 450€

Duration: minimum 5 months

3905 - Finance Internship in a start up company in Seville, Spain

Location:	Sevilla, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Economics / Finance
Extra benefits:	Salary of +500 €.

Description:

Our collaborator is a high growth technology startup based in the city of Seville. The company has created an application that resolves in a fast, comfortable and safe way the procedures involved in the rental process of tourist accommodations.

Since its launch last March of 2018, the company has reached over 3,000 accommodations throughout Spain, helping managers to automate all the bureaucratic processes that must be performed during the check-in. They are now expanding in more countries.

Their team consists of young but experienced individuals always happy to help. Their departments are led by professional, creative, and passionate individuals, who work continually to improve their service and their technology and to adapt it to everyday needs.

They are looking for motivated interns who are currently enrolled in a University and they are currently on their last year of studies or master, or recently graduated with the possibility of obtaining a Training agreement from their former University. There is a possibility to offer a permanent job after the completion of the internship.

Position: Finance Assistant

Tasks:

- Manage financial resources
- Prepare economic and financial reports for decision making, by analyzing the Financial Statements
- Control and monitoring of general accounting and taxation
- Preparation of the Annual Accounts.
- Responsible for the relationship with third parties: external auditors, administration, financial institutions, consultancies, etc.
- Analysis of reporting and metrics according to business projections.
- Knowledge in financial tools
- Preparation of balance sheets and financial reports
- Data analysis

Requirements:

- A person with analytical thinking and structured.
- Emphasis on productivity
- Be positive and passionate
- Ability to find the correct metric or KPI to analyze and optimize it.
- Be attracted to join a growing technology startup
- Minimum 6 months
- Studies related to economics or finance

Languages requested:

- Advance level of English
- At least B1 Spanish

Internship hours:

- Monday to Friday
- 40 hours

Remuneration:

- 500 euros per month, can be higher depending on the profile
- Due to the fast company growth there is a possibility to obtain a permanent job after the completion of the internship.

3610 - French- Digital marketing and e-commerce sales internship in Madrid

Location:	Madrid, Spain
Languages:	English (Intermediate) French
Fields:	Business, Digital marketing
Extra benefits:	Salary of 400-500 €.

Description:

Our collaborator is a digital consultancy company focused on e-commerce, and more specifically on international sales at Amazon, with first class clients being one of the top companies in Spain in the field.

They are looking for profiles to help them in the following tasks:

- Support with the contents of both products and marketing campaigns
- Help with marketing campaigns, ads, ROI, measurements, customer tracking and use of tools.
- Help in all processes related to marketing and operations focused on selling in all Amazon marketplaces.
- Translations

What do they offer?

- They offer to learn in a young environment in online sales and marketplaces, working directly with the marketing, design, operations and account managers of each account and of course training with the use of specialized tools and others.

Starting date:

- ASAP
- minimum duration of 5 months.
- 400€ (full-time)

Requirements:

- Studies related to the position
- Fluent in French and English

3492 - Portuguese - Marketing, photography and web assistant position in Algeciras, Spain

Location:	Algeciras, Spain
Languages:	English (Intermediate) Portuguese
Fields:	Business, Digital marketing
Extra benefits:	Salary of 100-200 €.

Description:

Company description:

Our collaborator is a company specialized in the selling of textiles and fashion footwear for men and women. It includes the latest trends in brands such as Adidas, Nike, Puma, Vans, Reebok, Asics, and New Balance. Based in the coastal city of Algeciras, the company is looking for someone to help them with their online shop.

Tasks:

The tasks are mainly related to the online store. These include:

- Managing product registrations
- Text translations
- Retouching/photo editing.

Language skills:

- Proficiency level of English and Portuguese
- Spanish basics would be considered as a plus

Requirements:

- Good command of computers
- Good command of Microsoft Office and Open Office
- Experience with Adobe Photoshop would be highly appreciated
- SEO skills

Internship hours:

- At least 3 months
- Internship hours: Monday to Friday, from 9 to 15

Benefits: 100€ /month

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