

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

4251 - Social media and business administration in Barcelona, Spain

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

Description:

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

Tasks

- Handling social media channels.
- Providing support in the office to the managers, helping with the business tasks
- Customer service, invoicing, channels, business development...)

REQUIREMENTS:

- Excellent communication skills
- English and Spanish
- Is incredibly organised – efficiency is key
- Is a natural talker
- Is smart, accurate and reliable
- Is confident speaking to potential clients
- Is excited about using new technology to transform an industry

BENEFITS:

350 € per month

4248 - Sales Development in Barcelona

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

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:

- In charge of taken any incoming calls from clients.
- Initial qualification of client leads
- Report write-ups on initial calls.
- Answering the Chat-Bot.
- Controlling parts of the CRM system and assisting with reporting.
- Reaching out and following up with certain clients.
- Meeting assistance - Organising room selection and note taking.
- Assist the Account Management and Sales team with different tasks, such as checking deals or invoices. ● Helping with daily office management tasks.

Requirements:

- Good level of English (written and verbal) + French or Spanish (intermediate)
- Learning Agreement
- 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.

4184 - Customer service internship in a 5* Hotel in the city centre of Seville

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

Description:

Our collaborator is a well-known design hotel in the centre of the capital of Andalusia being a reference in the whole country for its design, location and concept. The hotel is located in the historical Centre of Seville in front of the Cathedral and a couple of minutes away from the shopping streets.

The hotel is exclusive, having only 60 rooms of 5 different types. Every room is fully equipped and created with a difference concept. The location is an amazing complex consisting of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace

With this internship you will develop skills such as organization, responsibility and commercial skills. You will be immersed in a multilingual environment so you will be able to learn and practice languages.

Customer service:

- Customer care
- Tourism information
- Site Inspection Protocols
- Right kind of attitude and appropriate looks
- Knowledge and assistance to important meetings

Requirements:

- Fluent English.
- Intermediate Spanish

Benefits:

- 250€/month
- Minimum 3 months

4179 - Reservation Assistant in a 5* Hotel in the city centre of Seville

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

Description:

Our collaborator is a well-known design hotel in the centre of the capital of Andalusia being a reference in the whole country for its design, location and concept. The hotel is located in the historical Centre of Seville in front of the Cathedral and a couple of minutes away from the shopping streets.

The hotel is exclusive, having only 60 rooms of 5 different types. Every room is fully equipped and created with a difference concept. The location is an amazing complex consisting of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace

With this internship you will develop skills such as organization, responsibility and commercial skills. You will be immersed in a multilingual environment so you will be able to learn and practice languages.

Reservations position:

- Day to day processing and input of group reservations while following hotel reservations policy.
- Maintaining a positive selling approach to maximize yield in both occupancy and rates
- Liaising with other departments to prepare for a groups arrival
- Assisting the front office with the closing of accounts
- Answering all calls promptly in a courteous and efficient manner
- Ensuring all reservations are accurately carried out within the same working day
- Assisting in the front office as required, especially with guests checking in and checking out

Requirements:

Fluent in English and intermediate Spanish

Benefits:

- 250€/month
- 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.

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

4120 - Online Marketing internship in a company in Madrid (Remote Internship)

Location:	Malaga, Spain
Languages:	Spanish (Advanced)
Fields:	IT & Web development, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is a rental flower company located in Madrid who are looking for interns who will dedicate their time to a small, dynamic and innovative company. Their employees have a lot of energy and adopt a fun but professional attitude. The company is offering opportunities for interns to gain a lot of experience, to have responsibility and make changes from day one in a truly international environment. They are now looking for new interns who will fit well into their team-oriented environment!

You need to have good computer skills and website creation. Also, you need to be creative and experienced with social media. Experience using SEO and SEM or working in website design is a big advantage so if you have this you should mention this in your application. Photography and photoshop skills which can be used to help them produce publicity material are also a big plus.

You will be assigned a mentor who will help with your training and will share their advice and experience. Once you have settled in, you will also have the opportunity to implement a project that is of interest to you within the business.

Tasks

Build a website for brand new project

Design marketing campaigns via social media

Working with photoshop

Background

Website construction

Marketing

Social media

Languages:

At least B2 Spanish

Remuneration:

300 euros per month

Location:

Remote internship, work from home

video conference with your mentor almost every day.

Duration:

Minimum 3 months

4075 - Python/Django back-end developer Internship in a start up in Seville, Spain

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	IT & Web development
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:

- Improve and collaborate on an existing Python/Django codebase
- Perform major and minor day-to-day development tasks as needed
- Code and run automatic tests and integration tests
- Build a back-end that matches the business expectation
- Eventually some DevOps tasks

Requirements:

Django knowledge is mandatory
Written English is required.
Experience using ubuntu console, basic bash commands, ssh and scp
Knowledge in Computer Vision / OCR / Image processing is a Plus
Knowledge in Machine Learning is a Plus
Knowledge in DevOps / CI (Jenkins) / AWS and Digital Ocean is a plus
Minimum 5 months

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.

3948 - Advance Spanish-Purchasing internship in Girona, Spain

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

Description:**Company description:**

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

Purchasing Assistant positions**Tasks:**

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

Requirements:

- Good level of English
- Good level of Spanish

Location:

Girona

Remuneration:

300€/month

Minimum duration of 6 months

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 AssistantTasks:

- 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.

3903 - Demand Planning (Purchase) Internship in Llinar del Valles, Barcelona, Spain

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

Description:

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

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

Tasks:

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

Requirements:

- Good command of Spanish and English
- Able to get a training agreement
- Studies related to the position
- Minimum 4 months

Benefits:

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

Location:

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

3489 - Paid Customer service, administration and assistant in a leisure organization in Barcelona

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

Description:

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

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

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

Main tasks:

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

Requirements:

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

Benefits

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

556 - Bar internship in Seville, Spain

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

Description:

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

Position: Bar Assistant

Tasks:

- Serve in the bar of the hostel.

Requirements:

- Fluent in English
- Spanish at least A2
- Min. 2 months internship.
- Unpaid internship
- 30h/week.