

1019 - Content Assisant

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|------------------------|-----------------------------------|
| Location: | Barcelona, Spain |
| Languages: | English (Advanced) |
| Fields: | Business Administration and Sales |
| Extra benefits: | Salary of 300-400€. |

Description:

Our collaborator is an e-commerce company located in Barcelona which is renting hotel rooms and fully equipped meeting rooms. They are looking for different international profiles with high communication skills, accustomed to teamwork and able to manage a high workload.

Content assistant**Tasks:**

- Work in teams through the different internal departments with the objective to finish active processes in a productive and effective way.
- Create profiles of new hotels.
- Call center support.

Requirements:

- Good English level.
- Microsoft Office knowledge.

Conditions:

Location: Barcelona

Remuneration: 400€ monthly

Full time position

6 months internship

1022 - Control assistant

| | |
|------------------------|---|
| Location: | Barcelona, Spain |
| Languages: | English (Advanced) |
| Fields: | Business Administration , Marketing and Sales |
| Extra benefits: | Salary of 300-400€. |

Description:

Our collaborator is an e-commerce company located in Barcelona which is renting hotel rooms and fully equipped meeting rooms. They are looking for different international profiles with high communication skills, accustomed to teamwork and able to manage a high workload.

Control assistant**Tasks:**

- Review availability of active hotels.
- Tracking of promotional campaigns: Flash sales and internal promotions.
- Administrative management support.
- Resolution on the complaints and incidents.
- Work in teams through the different internal departments with the objective to finish active processes in a productive and effective way.
- Call center support.

Requirements:

- Good english level.
- Microsoft Office knowledge.

Conditions:

- Location: Barcelona
- Remuneration: 400€ monthly
- Full time position
- 6 months internship

605 - Customer Service + mk

| | |
|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Advanced) |
| Fields: | Customer Relationship Management, Customer Service, Marketing and Social Media |
| Extra benefits: | Salary of 100-200€. |

Description:

Our collaborator is an online operating company that is renting out apartments in central Barcelona. This internship is an ideal opportunity to gain insight into a new and different market.

Are you looking for a chance to learn more about the real estate business? Do you want to increase your experience in Marketing and customer relations? Or are you just looking for a chance to work in an enthusiastic and international team.

Tasks:

- Customer service tasks associated with the hospitality industry
- Marketing and online marketing activities
- Introduction to the sales management
- Some translation tasks
- Some administration tasks

Requirements:

- Very good knowledge of English
- At least communicative Spanish
- Good knowledge of word, excel
- Good knowledge of social media
- Interest in tourism/hospitality industry/ sales and marketing in tourism
- Customer service skills
- Open-minded attitude and interest in the hospitality industry
- Willingness to have contact with people from different nationalities

Working hours:

20h per week (mainly afternoons)

Benefits:

200€/ month

Duration:

Minimum 3 months

1006 - CMO assistant

| | |
|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Intermediate) |
| Fields: | Communication / Journalism, International Business and Marketing |
| Extra benefits: | Salary of 100-200€. |

Description:

Our collaborator is a tech start-up company located in Barcelona, Spain. It is a mobile App and web platform technology that provide its clients a direct access to unpublished images in people's smartphone

If you are interested you should be prepared to work in a fast-paced team environment, and gain broad experience in various aspects of marketing, communication and sales.

CMO assistant**Tasks:**

- Communication (web, newsletters and App management)
- Growth development tasks.
- Network (clients, maintain the company network, identify and implement suited CRM tool, etc.)

Requirements:

- Good english and spanish level.
- Sales, marketing or advertisement studies.
- Previous experience in a startup is a plus.
- PowerPoint, Word and Excel experience is a bonus,

Conditions:

- 150€ monthly payment

499 - Communication and social media

| | |
|------------------------|---|
| Location: | Barcelona, Spain |
| Languages: | English (Advanced) |
| Fields: | Communication / Journalism, Copywriting, Marketing and Social Media |
| Extra benefits: | Salary of 200-300€. |

Description:**Company description:**

Our collaborator is a young and exciting brand working in the food retail sector and located in Barcelona, Spain. This company is one of few Spanish food retail brands that is making headline internationally. They are looking for a social media/communications manager intern to develop and manage all social media campaigns, to be the first point of online contact with customers and to create content on all online platforms to stimulate engagement.

Position: Communication and Social Media**Tasks:**

- Develop a strong strategy to increase engagement and interaction.
- Develop a strategy to build content designed to create passion and grow the community on and off line.
- Engage in activities geared towards connecting users through social media platforms.
- Interact with the coolest community of bloggers and commenters on the planet.
- Community building will take place on the brand's website, blogs, forums, Facebook, Twitter, Pinterest, Google+, Instagram, Youtube, Vimeo, etc.
- Writing blog posts.

Requirements:

- Good English level.
- Spanish or other language will be considered.
- Dynamic and creative student.

- Minim 6 months.

Conditions:

- 250€ monthly
- Flexible work schedule.
- Bring own laptop.

987 - Customer Service & Sales Assistant

| | |
|------------------------|---|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Advanced) |
| Fields: | Communication / Journalism, Copywriting, Customer Service, Marketing and Social Media |
| Extra benefits: | Salary of 100-200€. |

Description:**Company description:**

Our collaborator is a young and exciting brand working in the food retail sector and located in Barcelona, Spain. This company is one of few Spanish food retail brands that is making headline internationally. They are looking for a social media/communications manager intern to develop and manage all social media campaigns, to be the first point of online contact with customers and to create content on all online platforms to stimulate engagement.

Position 2: Customer Service & Sales Assistant

- Serving customers
- Operating our payment system
- Following opening and closing procedures
- Stock and inventory control
- Answering the telephone

Requirements:

- Good level of English and intermediate Spanish
- Any other languages are an asset
- Minim 3 months

Conditions:

- 200€ monthly full time
- 100€ monthly part time
- Flexible work schedule.
- Shift work including evenings and weekends

1250 - International trade Fuel Brokering internship

- Location:** Valencia, Spain
- Languages:** Spanish (Intermediate) and English (Advanced)
- Extra benefits:** Salary of 100-200€.

Description:

Our collaborator is a trading company with presence in South and Central America and in Valencia Spain. They trade various commodities within agriculture, marine fuel and metal.

Our company has been created in 2016 and is still in the early phase and especially our office in Valencia. We are looking into potential buyers and sellers of commodities in Europe and Africa to connect them with our stakeholders in Latin America. They are looking for an intern to support the commodity broker in his daily duties.

Tasks

- Daily updates of vessels list to our Brokers.
- Daily updates of pricing and indications.
- Prepare marketing materials.
- Various ad-hoc research and analysis.
- Participate in meetings.
- Identify potential customers/prospects.
- Administrative work tasks.

Requirements

- English fluent
- Spanish B2- Minimum stay 5 months

Dresscode

- Suit and shirt or similar for females.

OTHER REQUIREMENTS

- Driven individual.
- Entrepreneur spirit and ambitious.
- Curious.
- Commercial minded.
- Well-spoken verbally and written.

Benefits

- 100 € stipend
- Real possibilities of being hired after the internship
- Schedule: 09.00-17.00

1251 - International trade Metal Brokering internship

| | |
|------------------------|---|
| Location: | Valencia, Spain |
| Languages: | Spanish (Intermediate) and English (Advanced) |
| Fields: | Business Administration , Customer Relationship Management and International Business |
| Extra benefits: | Salary of 100-200€. |

Description:

Our collaborator is a trading company with presence in South and Central America and in Valencia Spain. They trade various commodities within agriculture, marine fuel and metal.

Our company has been created in 2016 and is still in the early phase and especially our office in Valencia. We are looking into potential buyers and sellers of commodities in Europe and Africa to connect them with our stakeholders in Latin America. They are looking for an intern to support the commodity broker in his daily duties.

Tasks

- Daily updates of vessels list to our Brokers.
- Daily updates of pricing and indications
- Prepare marketing materials.
- Various ad-hoc research and analysis.
- Participate in meetings.
- Identify potential customers/prospects.
- Administrative work tasks.

Requirements

- English fluent
- Spanish B2
- Minimum stay 5 months

Dresscode

- Suit and shirt or similar for females.

OTHER REQUIREMENTS

- Driven individual.
- Entrepreneur spirit and ambitious.
- Curious.
- Commercial minded.
- Well-spoken verbally and written.

Benefits

- 100 € stipend
- Real possibilities of being hired after the internship
- Schedule: 09.00-17.00

1060 - Customer relations, tourism and surf internship in Cadiz

| | |
|------------------------|---|
| Location: | Cádiz , Spain |
| Languages: | Spanish (Intermediate) and English (Advanced) |
| Fields: | Customer Relationship Management, Sales, Sports and Tourism |
| Extra benefits: | Includes accommodation. |

Description:

Our collaborator is one of the most well known surf organizations in south Spain, with more than 20 years experience in the field. His founder and director has been participating in few world championships and is an experienced surfer. Inspired by surf spirit, this is not a common company having a special "vibe" where having a cool environment and attitude is as important as providing results.

If you love surf or sports, you like to chill and work with people this is a good position for you. Do not expect a traditional business environment.

The position is a marketing position, where you will basically:

- Support customers with requests about the city
- Support the team with the sport activities, joining them and helping them during the events.
- Customer relations and assistance (offline, in the surf centre and online)

Requirements:

- Being able to work independently
- Good and relax attitude
- Some previous digital marketing or blogging knowledge
- English fluent and spanish B1.
- German is appreciated.

Benefits

Accommodation, in double room.

1059 - Marketing online and social media internship for surf or sport lovers

Location: Cádiz , Spain

Languages: Spanish (Intermediate) and English (Advanced)

Extra benefits: Includes accommodation.

Description:

Our collaborator is one of the most well known surf organizations in south Spain, with more than 20 years experience in the field. His founder and director has been participating in few world championships and is an experienced surfer. Inspired by surf spirit, this is not a common company having a special "vibe" where having a cool environment and attitude is as important as providing results.

If you love surf or sports, you like to chill and work with people this is a good position for you.

The position is a marketing position, where you will basically:

- Social Media management
- Website and content generation
- Blogging
- Customer relations and assistance (offline, in the surf centre and online)

Requirements:

- Being able to work independently
- Good and relax attitude
- Some previous digital marketing or blogging knowledge
- English fluent and spanish B1.
- German is appreciated.

Benefits

Accommodation, in double room.

1233 - Customer service and administration in a surf club in Barcelona

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|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Advanced) |
| Fields: | Business Administration , Customer Relationship Management, Customer Service and Tourism |
| Extra benefits: | Salary of 200-300€. |

Description:

Our collaborator is a paddle surf school and club with two very clear objectives: promote the culture of the sea and help our clients to go far with stand up paddle and reach their goals.

They are looking for someone to join their office team in their offices in Barcelona centre.

Tasks

- Engaging with customers in person, by phone and via email
- Booking appointments, taking payments or dealing with general enquiries
- Completing and filing necessary paperwork in a timely manner
- Other administrative duties as required ensuring high standards of quality for our customers

Requirements

- Education related to customer service, tourism or administration
- Interest in the surf world is a plus
- English fluent
- Spanish B1-B2
- Minimum 6 months

Benefits

- Flexible schedule
- Possibility to participate in company classes and events
- Remuneration 250 € per month

1234 - Social media management assistant in a surf club in Barcelona, Spain

| | |
|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Advanced) |
| Fields: | Communication / Journalism, Marketing and Social Media |
| Extra benefits: | Salary of 200-300€. |

Description:

Our collaborator is a paddle surf school and club with two very clear objectives: promote the culture of the sea and help our clients to go far with stand up paddle and reach their goals.

They are looking for someone to join their office team in their offices in Barcelona centre.

Tasks

- Create and manage content in our website (Wordpress and Prestashop)
- Manage day-to-day communications, posting responses from our accounts on platforms including Twitter, Facebook, Instagram and YouTube/Vimeo
- Measure social media growth and engagement using analytics tools
- Help develop and plan social media strategy
- Create content in our blog

Requirements

- Education related to customer service, tourism or administration
- Interest in the surf world is a plus
- English fluent
- Spanish B2

Benefits

- Flexible schedule
- Possibility to participate in company classes and events
- Remuneration 250 € per month

1143 - Marketing.

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

Description:

Our collaborator is an important price monitoring company for brands and retailers located in Barcelona, Spain. The company is currently working in more than 20 countries with multiple currencies and several markets. They are looking for new motivated people to support the sales team by nurturing their database of potential clients, prospecting and presenting their service mainly to eCommerce of the European Union.

Position: Marketing**Tasks:**

- Media
- Advertisement
- Data management
- Marketing tasks

Requirements:

- Good english level
- Positive attitude, people with a lot of desire to learn and contribute to an international team.
- Extroverted people as they should call potential clients.

Conditions:

- 225 € / monthly
- Benefits depending on the performance
- Minimum 6 months

1262 - Assistant Director and Luxury Hospitality Recruitment Admin Manager

| | |
|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Advanced), English (Native) and French |
| Fields: | Business Administration and International Business |
| Extra benefits: | Salary of 300-400€. |

Description:

Our collaborator is a cultural exchange program company specialized in the Hospitality industry that offers positions for highly educated students and young professionals to do Internships and Management Training Programs at the most luxurious hotels and restaurants in the United States.

As an Assistant of Director of Operations & Finance you will be in charge of planning international recruiting trips, representing the company in specific markets and growing partnerships.

Responsibilities will include the following tasks:

- Assist Director of Operations (and other Managers occasionally)
- Help plan and create schedules of international recruiting trips
- Work with the Director to sustain and grow partnerships in Mexico and other countries
- Assist with international recruitment events
- Welcome new team members and prepare all documents necessary, including the training
- Make sure that all team members respect the rules and norms of the office
- Represent the organization in specific markets
- Help maintain the office and keep it running smoothly in terms of daily and monthly accounting
- Track client's payments and control partner accounts, including the preparation of all invoices and sending weekly reminders for pending amounts
- Help track expenditures and keep bank and card statements updated
- Prepare the Financial Statement at the end of the year
- Make sure all balances are correct at the end of every month for petty cash, bank accounts and sponsors
- Participate in the organization and follow up of international Career Fair Events
- Assist with hired students visa administrative processes
- Create presentations for meetings
- Support clients throughout their program in the US
- Assist with Placement International's intern recruitment processes

Desired qualifications

- Well spoken and polished presentation
- Fluent English and strong writing skills
- Spanish and/or French desired
- Extremely organized and attentive to detail
- Internationally minded
- Creative and hardworking
- Excel, Word, basic Photoshop and Acrobat knowledge
- Available 5 to 12 months internships

Benefit

- 400 € per month

1263 - Marketing Assistant specialized in Social Media & Graphic Designer at Placement International, Barcelona, Spain

| | |
|------------------------|---|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Native) |
| Fields: | Graphic design, Marketing and SEO |
| Extra benefits: | Salary of 300-400€. |

Description:

Our collaborator is a cultural exchange program company specialized in the Hospitality industry that offers positions for highly educated students and young professionals to do Internships and Management Training Programs at the most luxurious hotels and restaurants in the United States.

Some of the day to day responsibilities

- Developing, implementing and monitoring social media strategies.
- Extending social media presence of the company (including, but not limited to, Facebook, Twitter, Youtube, the blogosphere, etc...)
- Working with Adobe software's such as (Photoshop and Illustrator).
- Creating promotional materials for social media pages and special events, such as Career Fairs.
- Posting offers on all web portals.
- Search engine optimization.
- Special tasks with deadlines.
- Researching trends and emerging platforms and tools.
- Coordinating content updates to website & email campaigns.
- Available 5 to 12 months internships

Requirements for this role

- A university student that is undertaking graphic design courses.
- Knowledge in Photoshop and illustrator.
- Familiar and up-to-date with the biggest social media channels.
- Creative and has a good eye for detail.
- Passionate to learn about the luxury hospitality industry and Human Resources.
- Positive and hardworking and willing to be a part of a dynamic Team.
- Available 5 to 12 months internships

Benefits

- 400 € per month

1264 - Placement Specialist at Placement International, Barcelona, Spain

| | |
|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Native) |
| Fields: | Business Administration , Human resources and International Business |
| Extra benefits: | Salary of 300-400€. |

Description:

Our collaborator is a cultural exchange program company specialized in the Hospitality industry that offers positions for highly educated students and young professionals to do Internships and Management Training Programs at the most luxurious hotels and restaurants in the United States.

As a Placement Specialist you will be in charge of answering Skype calls, conducting first contact interviews, providing guidance to new participants, as well as matching candidates to offers and following up with the candidates already placed.

The Placement Specialist's position will include the following tasks:

- Skype: taking calls, first contact interviews and providing guidance to the new participants
- Info: answering all emails and requests
- Daily review on our Portal (CRM): following up with registrations, guiding candidates through signing up process, promoting their profiles to the host companies
- Follow up with candidates already placed: create a routine of follow up with candidates placed and be in contact with them and get their testimonials
- Matching candidates to offers: have all the offers and properties in mind to be able to give the best advice to each candidate
- Selecting best profiles and create the newsletter for hotels: create a formal letter each week with the best new profiles to send to all our hotels
- Review profiles and make sure they are complete: review videos, CVs and all documents needed, advice candidates on the changes that need to be done
- Mock interviews: prepare all the candidates for their interviews with properties
- Welcome package and housing: update and make sure all the information is complete and research more housing options
- Special tasks with deadlines
- At the end of each phase, will have a meeting and evaluation with the supervisor.

Desired qualifications

- Well spoken and polished presentation
- Fluent English and strong writing skills
- Extremely organized and attentive to detail
- Internationally minded
- Available 5 to 12 months internships

Benefits

- 400 € per month

1265 - Project Manager at Placement International, Barcelona

| | |
|------------------------|---|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate), English (Native) and French |
| Fields: | Business Administration , Human resources, International Business and Marketing |
| Extra benefits: | Salary of 300-400€. |

Description:

Our collaborator is a cultural exchange program company specialized in the Hospitality industry that offers positions for highly educated students and young professionals to do Internships and Management Training Programs at the most luxurious hotels and restaurants in the United States.

The future Project Manager will be rotating and experiencing different departments of the company in order to understand the concept of Placement International and have a full perception of its functioning.

Responsibilities include but not be limited to:

- Human Resources: Recruiting potential candidates. Gathering applications. Coordinating content updates through website and email campaigns. Researching trends and emerging platforms and tools. Coaching selected participants. Organizing on-campus and virtual career fairs. Implementing customer satisfaction techniques.
- Marketing: Developing, implementing, and monitoring social media strategies. Designing marketing campaigns. Strengthening our social media presence (including Facebook, LinkedIn, etc.). Community Management. Developing relationships with international universities and host companies.
- Visa: Contact with Portals and Sponsors. Assisting and following up with candidates. Creating training plans. Assisting with the visa process and guidance for travel arrangements.

Desired qualifications

- Well spoken and polished presentation
- Fluent English and strong writing skills
- French or/and Spanish preferred
- Extremely organized and attentive to detail
- Internationally minded
- Creative and hardworking
- Excel, Word, basic Photoshop and Acrobat knowledge
- Available 5 to 12 months internships

Benefits:

- 400 € per month

1266 - Visa Specialist Intern at Placement International, Barcelona, Spain

| | |
|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Intermediate) and English (Native) |
| Fields: | Business Administration and International Business |
| Extra benefits: | Salary of 300-400€. |

Description:

Our collaborator is a cultural exchange program company specialized in the Hospitality industry that offers positions for highly educated students and young professionals to do Internships and Management Training Programs at the most luxurious hotels and restaurants in the United States.

As a Visa Specialists you will be in charge of being in daily contact with U.S Visa Sponsors, following up with our participants and creating their Training Plans.

The Visa Specialist Internship will include a rotation within the following departments;

- Be a visa expert: know well all regulations and rules, as well as all documents needed
- Contact with American sponsorship organizations sending applicants and following up on their processes
- Develop partnerships with new American sponsorship organisations
- Follow up with candidates being processed: make sure all the candidate have uploaded /sent the correct documents, also from the hotel's side
- Training plans: creating training plans. Creating a calendar of cultural activities for each city.
- Visa process: assisting with all the visa process and guidance to complete every step to go to the U.S. Embassy
- At the end of each phase, you will have a meeting and evaluation with your supervisor.

Desired qualifications

- Well spoken and polished presentation
- Fluent English and strong writing skills
- Extremely organized and attentive to detail
- Internationally minded
- Available 5 to 12 months internships

Benefits

- 400 € per month

1217 - Paid Customer relations and tourism assistant in Barcelona

| | |
|------------------------|--|
| Location: | Barcelona, Spain |
| Languages: | Spanish (Beginner) and English (Advanced) |
| Fields: | Customer Relationship Management, Customer Service and Tourism |
| Extra benefits: | Salary of 200-300€. 200 € per month |

Description:

Our collaborator is a company which provides customers a wonderful sailing experience in Barcelona sea side. They have customers from all over the world and they are looking for an intern to support them with the customer relations, pr and customer guidance.

Tasks

Welcoming the guest at our meeting point at the Marina
Process the check in activity
Support the skipper in the on board procedures
Support the skipper with the guest needs
Handle check out in terms of questionnaire, collect guest feed back from the experience (no money or payment process involved)
Manage follow up in terms of social media, collect on line reviews

Requirements

Languages - fluent english is a must+a bit of spanish and a good level of another language
Pro attitude - the activity will involve mainly

Duration: from May 15th to october 15th - 5 days per week , 8 hours a day

Remuneration: 200 € per month.

687 - HR and marketing assistant

| | |
|-------------------|---|
| Location: | Sevilla, Spain |
| Languages: | English (Advanced) |
| Fields: | Business Administration , Customer Relationship Management, Customer Service, Human resources and International Business |

Description:

Spain Internship, located in Seville, 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