



PIC Management Offers

Events and Guests service internship luxury hotel in Lanzarote

[pic-management.com/en/job/events-and-guests-service-internship-luxury-hotel-lanzarote/](https://www.pic-management.com/en/job/events-and-guests-service-internship-luxury-hotel-lanzarote/)



www.pic-management.com

Published

23/01/2019

Location

Lanzarote, Spain

Category

Events

Job Type

Internship

Duration of internship

4 months

Base salary

100 euros/month

Benefits

fullboard accommodation

Work Hours

40 hours/week

Languages

English (B2), Spanish (B2)

Line of business

Hospitality, Tourism

Description

As polyvalent intern in the hotel you will participate in several aspects: from business/sales tasks to events organisation and Public relations and Front Office departments. If you plan to start an Hotel manager career, this internship is a good option to discover this industry.

Responsibilities

After a period of training you will be able to work in Front Office department, Events and Public relations to get a complete overview of the hospitality industry:

Commercial Department and events

- Organization of corporate events management for Meetings or the individual (weddings, celebrations ...) / Sending quotes, contracts, invoices ... / Reception calls
- Administrative tasks: billing, archives, internal documentation / Visits with internal clients (companies and individuals) / Marketing and Advertising. Pack office or notions of advertising programs / Action Plans Commercial / Welcome customers at restaurant in lunch time.
- Coordination with other departments / Contact Customer / Management of suggestions and complaints

Front Office:

- Greet and inform customers on living conditions: rates, benefits
- Make reservations, record arrivals and departures / Resolution of complaints
- Maintain information materials available to customers / Propose and / or sale of tourist services
- Reply to mail, fax, phone / Check or have control rooms (minibar drinks consumed in the "Equipment Loan") / Ensure billing of travel, meals / Accept the bills, payments control deferred
- Establish rates / Sales trips

Guests Service:

- Mailing to members
- Host of customers in restaurants
- Tracking and resolution of complaints
- Call centers
- Sales trips
- Welcome and farewell of customers

Company's presentation

It's one of the trendiest and luxury hotels in Lanzarote island. This hotel and Spa is recognized for the high quality standards for guest but also employees. Guests will enjoy amazing services, restaurants and bars just in front of the sea.

Profile required

You are studying tourism, hospitality or languages


Fluent in English and Spanish. You enjoy the customer relationship and you are positive attitude.

Available for a 3 to 6 months internship with internship agreement (Erasmus or University) from September 2019.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application. Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/additional week
Apply online or send your CV at students@pic-management.com

Luxury hospitality Spa Front Office internship in Prague

 pic-management.com/en/job/luxury-hospitality-spa-front-office-internship-prague



Published

04/09/2018

Location

Prague, Czech Republic

Category

Front office

Job Type

Internship

Duration of internship

6 months

Base salary

0

Benefits

accommodation

Work Hours

40 hours/week

Languages

English (C1)

Line of business

Hospitality, Tourism

Description

In the hotel, the receptionist is the client's first contact so the first impression must

therefore be positive and professional. It plays a decisive role in the smooth running of the stay and in the organization with all the other departments of the hotel. An intern in Front Office will practice all languages and will have a high responsibility, representing the hotel brand.

Responsibilities

Your main tasks:

- Home: Welcome customers and call/emails answers
- Product and service overview
- Health Care information
- Management of the agenda of beauticians and masseurs
- Inventory management
- Spa maintenance and supervision

Company's presentation

Our partner is a luxury hotel located in the heart of Prague, the Czech capital. The hotel is also well suited for business tourism with all the necessary facilities, as for holidaymakers coming to discover the city. Featuring a Spa, a gym with stunning city views, a restaurant, it is a reference in Prague.

Profile required

- Fluent in written and spoken English, another language is an advantage.
- Very good organizational, communication skills and confident approach towards employees
- Detail-oriented, responsible and positive attitude

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/additional week

Apply online or send your CV at students@pic-management.com

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Paid £500 E-business internship in Leicester, UK

 pic-management.com/en/job/paid-400-e-business-internship-in-leicester-uk/



www.pic-management.com

Published

28/07/2018

Location

Leicester, United Kingdom

Category

Business development

Job Type

Internship

Duration of internship

3 months

Base salary

500 GBP / month

Work Hours

40 hours/week

Languages

English (B2)

Line of business

Ebusiness, textil

Description

As a E-business developer, you will perform several tasks related to sales, marketing and business development in general. You will be part of the team in the day to day tasks but also to develop some new project, depending the duration of your internship.

Responsibilities

- Fronts on eBay/Amazon.
- Inventory management using the Multi Chanel software (this is a very important aspect of the internship).
- Work closely with the Marketing & Design Director as an assistant.
- Work with freelance team in India and coordinate work, ensuring they perform to the standard. Check their work.
- Work to coordinate the development of the two websites of the Cie, which exist at present, but will be completely rebuilt, using Magneto Technology. The role is being in-between the Director and the developers and ensuring the complete development of the websites.

Company's presentation

Our partner is a textile company. Manufacturer and supplier of textiles for many brands, a large part of its business is in e-business on online sales platforms. The central office is located in a large city north of London and manufactory in India.

Profile required

You are a bachelor or master business student, fluent in English. You're European language country native. You're hard and team worker.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application. Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/aditional week
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Paid accounting internship opportunity in Dublin, Ireland

 pic-management.com/en/job/paid-accounting-internship-opportunity-dublin-ireland



Published

04/09/2018

Location

Dublin, Ireland

Category

Accounting

Job Type

Internship

Duration of internship

6 months

Base salary

300 euros/month

Work Hours

40 hours/week

Languages

English (B2)

Line of business

Tourism, travel agency

Description

The Accounts Payable department processes a high volume of invoices. The team undertakes to process invoices and payments to their suppliers in accordance with their agreed terms. In order to meet that objective the Accounts Payable team must work

quickly and resolve any queries by working closely with colleagues from other departments.

Responsibilities

The main daily duties of the Accounts Payable team are:

- Responsible for processing supplier invoices in accordance with Purchase Orders,
- Responsible for reconciling supplier accounts
- Dealing with supplier inquiries.
- Interacting with internal staff to resolve queries.
- Supplier Payment Runs by Electronic BACS and by Cheque

You may also be asked to assist with:

- VAT procedures
- Analysis of margins
- Cash flows
- Credit Control
- Assist with any duty that arises

Company's presentation

The company now has more than 200 employees and specializes in tourist and professional travels. Specialists in their business, the company has even been awarded. With offices in Ireland, England and Scotland, it's one of the leaders in its industry.

Profile required

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- Good communication and organizational skills
- Students must be affiliated with college/Educational institution/Erasmus/Leonardo Da Vinci etc. or this internship is part of their studies.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

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PIC Management Offers

Paid Front Office internship luxury hotel in Barcelona

 pic-management.com/it/job/paid-front-office-internship-barcelona/



www.pic-management.com

pubblicato

24/01/2019

località

Cornella, Spain

categoria

Front office

tipo di lavoro

Internship

Duration of internship

6 months

Base salary

200 euros/month

Benefits

fullboard accommodation

Work Hours

40 hours/week

Languages

English (B2), Spanish (B2)

Line of business

Hospitality, Tourism

descrizione

In the hotel, the receptionist is the client's first contact so the first impression must therefore be positive and professional. It plays a decisive role in the smooth running of the stay and in the organization with all the other departments of the hotel. An intern in Front Office will practice all languages and will have a high responsibility, representing the hotel brand.

Responsibilities

After a period of training you will be able to:

- Greet and inform guests about the conditions of stay: breakfast hours, additional services, wi-fi, and special requests
- Manage arrivals and departures: check-in / check-out
- Update information available to customers (leaflets, catalogs, business cards ...)
- Promote the services offered by the hotel (always trying to improve sales and benefits for the hotel)
- Booking: emails, phones and use the software (opera o similar)
- Report rates to the Yield Manager

Company's presentation

A luxury hotel located on the outside of Barcelona, it belongs to a world-renowned hospitality group. The hotel is particularly appreciated by guests for the organization of events. Hotel city its clientele is as oriented tourism as business.

Profile required

You are studying tourism, hospitality or languages

Fluent in English and Spanish. You enjoy the customer relationship and you are positive attitude.

Available for a 6 months from March internship with internship agreement (Erasmus or University).

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application. Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/additional week
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PIC Management Offers

Paid Front Office internship Luxury hotel in dublin

 pic-management.com/en/job/paid-front-office-internship-luxury-hotel-dublin/



www.pic-management.com

Published

12/07/2018

Location

Dublin, Ireland

Category

Front office

Job Type

Internship

Duration of internship

6 months

Base salary

€175.00 gross per week

Benefits

Meals whilst on duty in our Employee Restaurant, Provision and laundry of uniform

Work Hours

37 hours/week

Languages

English (B2)

Line of business

Hospitality, Tourism

Description

In the hotel, the receptionist is the client's first contact so the first impression must therefore be positive and professional. It plays a decisive role in the smooth running of the stay and in the organization with all the other departments of the hotel. An intern in Front Office will practice all languages and will have a high responsibility, representing the hotel brand.

Responsibilities

- Greet and inform guests about the conditions of stay: breakfast hours, additional services, wi-fi, and special requests

- Manage arrivals and departures: check-in / check-out
- Update information available to customers (leaflets, catalogs, business cards ...)
- Promote the services offered by the hotel (always trying to improve sales and benefits for the hotel)
- Booking: emails, phones and use the software (opera o similar)
- Report rates to the Yield Manager

Company's presentation

Luxury hotel located in the heart of Dublin, not far from London. This 5 stars establishment offers all the facilities for a quality stay: Spa, gastronomic restaurant, facilities for seminars and conferences.

Profile required

You're fluent in English, positive and team worker. Student in hospitality, tourism or languages. You're in Bachelor. Responsible and organised are good strenght as well.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application. Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/aditional week
Apply online or send your CV at students@pic-management.com

Paid internship abroad marketing assistant Barcelona

 [pic-management.com/en/job/paid-internship-abroad-marketing-assistant-barcelona/](https://www.pic-management.com/en/job/paid-internship-abroad-marketing-assistant-barcelona/)



www.pic-management.com

Published

13/02/2019

Location

Barcelona, Spain

Category

Communication

Job Type

Internship

Duration of internship

3 months

Base salary

550 euros/month

Work Hours

40 hours/week

Languages

English (B2), Spanish (B2)

Line of business

tours, tourism,

Description

As marketing assistant you will be in charge of the community management and all tasks related to improve business activity and increase the service provided to customers.

Responsibilities

- Community Management: manage the social networks of the company and interact with customers / visitors
- Contact possible partners to promote the tours and attract customers
- Make and / or renew flyers and communication supports
- Conduct satisfaction surveys with customers to propose solutions and improvements in the future
- Upload photos / news and testimonials to the web and / or social networks
- Coordinate the activity in the OTA (online travel agencies)

Company's presentation

Our partner is a funny electric vehicle rental agency to discover the wonders of

Barcelona. The agency also offers guided tours and thematic tours for its clients, in different languages.

Profile required


You are fluent in English and intermediate in Spanish. You are available for a 3 to 6 internship with internship agreement from the university.

You are smiley, open-minded and organised.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application. Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/additional week
Send your CV to students@pic-management.com

Paid student advisor and customer care internship in Madrid

 pic-management.com/en/job/paid-student-advisor-customer-care-internship-madrid



Published

05/02/2019

Location

Madrid, Spain

Category

Sales

Job Type

Internship

Duration of internship

6 months

Base salary

300 euros/mese

Work Hours

40 hours/week

Languages

English (C1), Spanish (B2)

Line of business

Languages, Education

Description

As Student advisor you will be in charge to make easy the stay in the academy for the students, providing all the useful information, answering questions, inquiries but also as counselor to provide advice about activities, classes, etc.

Responsibilities

- Being students' first point of contact at the reception for questions and doubts; answering student questions patiently and efficiently; providing effective solutions to client problems;
- Ensure all required info obtained from students is communicated appropriately to the different departments;
- Preparing info material for students, issuing confirmation letters, invoices and certificates, preparing and sending out timetables, informing of changes, managing students' assistance to activities, collating student evaluations and elaborating a summary of their comments, collecting payments, updating customers' database and administrative files;
- Organizing the room planning for each day and managing correspondence with another centre to book additional rooms;
- Collaborating with the marketing department by obtaining clients' reviews and promoting the School on Facebook;
- Identifying opportunities to sell additional products or services;
- Manage students' requirements to ensure their experience is optimized.

Company's presentation

Our partner is a Spanish Language School located in the heart of Madrid, Spain.

Profile required

Strong communication skills: written succinct, commercial, empathy, error free and oral linguistics skills, speak with conviction/authority, negotiation interest in marketing and social media

Excellent organizational/multitasking/ prioritizing skills. Can do attitude / flexible attitude and approach to work

Commercial with innovative ideas. Focus on cost management and revenue maximization

Cultural adeptness, dealing with staff and clients of diverse ethnicity, culture and language

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

Fee charged only once the internship is secured with the host company you previously

chose. 385 euros for a 3 months internship, 15 euros/additional week

Send your CV to students@pic-management.com

Bookmark



PIC Management Offers

Sales and Marketing internship in London city, UK

 pic-management.com/en/job/sales-marketing-internship-london-city-uk/



Published

07/12/2018

Location

London, United Kingdom

Category

Marketing

Job Type

Internship

Duration of internship

6 months

Base salary

500 GBP/month

Work Hours

40 hours/week

Languages

English (B2)

Line of business

Start-up, New technologies

Description

Our partner is looking for an intern that will help with the business development and communication of the company.

Responsibilities

- Assisting in marketing research
- Online marketing and SEO
- Keeping social media and website up-to-date
- Establishing partnerships with local businesses
- Developing the sales and marketing strategy

Company's presentation

Our partner is an established IT Services provider in Central London.

Profile required

You are fluent in the English language

You have strong interest in technology, sales and marketing

You are self-motivated and professional

You have a positive can do attitude

Ideally someone currently studying for sales or marketing looking for work experience.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/additional week

Send your CV to students@pic-management.com