

## 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

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business
<b>Extra benefits:</b>	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.

## 4233 - 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

## 4196 - Bar and restaurant internship

Location:	The Canary Islands, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 200-300 €. Includes accommodation. Meals

### Description:

Our collaborator is a high quality Hotel Resort in Lanzarote, in the Canary Island, Spain. It has been awarded by Trip advisor and it is known as one of the best hotels in Lanzarote. They are customer oriented, therefore customer care and relations are really important for them. Their staff is fun and diligent, making the stay of the customers the best possible.

#### Positions

##### BAR AND RESTAURANT

- Serving customers (breakfast, lunch and dinner)
- Preparing drinks and the dining room
- Bar service (the hotel offers an all-inclusive service) so also responsible for the beverage service, both day and night during the hotel opening hours.
- To prepare tables before the opening of the restaurant and check the cleanliness of them.
- To accompany the guests to their table and ensure that they consistently lack nothing
- To prepare and serve beverages
- To collect the glasses and keep the area neat and tidy
- To prepare the room, clean and maintain clean: preparation of tables, dishwashing, stocking refrigerators, coffee makers, machine washing glasses

#### Requirements:

- Minimum 3 months stay
- Liability and health insurance

#### Internship hours:

40 hrs / week (split internship schedule)

#### Conditions:

- 300€ per month
- Accommodation + meals provided

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## 4195 - Maintenance internship in a 5\* hotel in the city centre of Seville

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

### Description:

Our collaborator is a 5\* Hotel located right in the city center of Seville. 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 different concept. The location is an amazing complex consisting of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace.

#### Tasks:

- Masonry works
- Plumbing work (Basic knowledge)
- Electricity work (Mainly medium/high knowledge)

#### Requirements:

- Fluent English and at least A2 Spanish

#### Benefits:

- 250€

#### Duration:

Minimum 3 months, full time internship

## 4194 - Accounting internship in a shop inside a 5\* hotel in the city centre of Seville

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

### Description:

Our collaborator is a 5\* Hotel located right in the city center of Seville. 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 different concept. The location is an amazing complex consisting of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace.

#### Tasks:

- Recording of delivery notes
- Monthly closing of invoicing
- Recording of Transfers
- Recording inventories points of sale
- Request a quote

#### Requirements:

- Fluent English and at least A2 Spanish

#### Benefits:

- 250€

#### Duration:

Minimum 3 months, full time internship

## 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

## 4182 - Reception internship in a 5\* Hotel in the city centre of Seville

Location:	Sevilla, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Languages, 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.

#### Reception position:

- Check guests in and out
- Basic concierge assistance
- Plan and organize group arrivals
- Assist in cash advances, exchange money, check guest folios
- Commercial information to customers

#### Requirements:

- Intermediate Spanish and fluent English

#### Benefits:

- 250€/month
- Minimum 3 months

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## 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

## 4169 - Kitchen internship in a 5\* Hotel in the city centre of Seville

Location:	Sevilla, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism

### 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.

### Kitchen position

- Gastronomic restaurant
- Marina/ Seafood and casual dining
- Main Kitchen
- Off-site Catering
- Pastry

### Requirements:

- Fluent English

### Benefits:

- 250€/month
- Minimum 3 months

## 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

## 4089 - Bar Internship

Location:	Valencia, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 100-200 €. Includes accommodation. Breakfast

### Description:

Our collaborator is a high quality Hostels chain, based in Spain. Awarded by Tripadvisor during many years as the best hostels in Spain, they are customer oriented being really important for them the customer care and the relation with the guests. Their staff is fun and close, making the stay of the customers as good as possible. This hostel is located in Valencia.

### Bar position:

#### Tasks:

- Making cocktails
- Serving the guests
- Tidying the bar area
- Responsible for preparing, serving, and cleaning up breakfast

#### Requirements

- Fluent in English
- Able to provide a training agreement
- Open to work in different shifts Morning - Afternoon - Night, depending on the candidate.
- Some of the positions may require a certain level of Spanish.

#### Benefits

The internship is paid 100 € a month + Accommodation with the other staff and breakfast. Internet is also provided as well as living expenses as water, electricity, etc..

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**4077 - Entertainment Internship on the Spanish Coast- 100 euros/month with accommodation and food**

Location:	Alicante, Spain
Languages:	English (Advanced)
Fields:	Sports, Hospitality / Tourism
Extra benefits:	Salary of 100-200 €. Includes accommodation.

**Description:**

Inspired by a commitment to excellence, our collaborator is a famous hotel chain currently looking for motivated individuals to join their animation team, helping them with different animation activities, social events and other touristic activities! The mission of their team is to create unforgettable memories for their guests with a constant creative approach.

You will closely collaborate with the entertainment team and support the event managers.

They need lively entertainers with loads of energy and a great team spirit for this position; you don't need to have experience to apply for this position but you definitely need to be an active and friendly person.

If you like interacting with people of all ages and being on stage then this is your big chance!

**Tasks**

- **Sport activities:** you will be participating in sport activities like football, volleyball, or swimming competitions.
- **Recreational activities:** your outgoing personality will encourage our guests to participate in activities like dancing, crafts, games and a lot more! You will also perform in some shows with the animation team.
- **Cultural activities:** hotel entertainers do not only organise activities within the hotel facilities! Thus, one of your tasks will also be taking responsibility for cultural activities such as city tours.
- **Supporting the entertainment department:** teamwork is a must. As part of the entertainment department, you will be collaborating with your colleagues and helping them with their daily tasks.

**Requirements:**

- Fluent English
- Preferably with knowledge of other languages like Spanish, French or Russian
- The candidate should be a dynamic and decisive person
- Capacity to relate to different age groups, children and adults alike
- The candidate must be available for at least 3 months
- Able to do a split-schedule

**Benefits:**

- 100 euros + accommodation + food
- Accommodation in shared single-sex rooms with other members of the animation team
- The company will provide a uniform

**Locations:**

Different locations on the beautiful Spanish coasts (Malaga, Salou, Benidorm, Girona)

Be determined during the interview with the company manager

**Internship hours:**

40 hours weekly, with 1.5 days off per week

## 4075 - Python/Django back-end developer Internship 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.

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  
Due to the fast company growth, there is a possibility to obtain a permanent job after the completion of the internship.

## 3996 - Front desk and hospitality internship in a really nice hostel in Seville, Spain

<b>Location:</b>	Sevilla, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Includes accommodation. breakfast + expenses (electricity, water, internet...)

### Description:

Our collaborator is a hostel in Seville city center which offers a great service to young travellers, offering an extremely well located hostel and nice service and facilities. They have customers from all around the world, and it is extremely important for them to maintain a great environment.

### Tasks:

As a Reception and Customer relationship management member of a hostel, you will have to get involved in many different tasks, whilst remaining positive and keeping a smile on your face when dealing with customers. We really believe that this will be a really good experience to get to know different hotel areas.

### Main tasks

- Develop customer service policies and procedures
- Handle face-to-face enquiries from customers
- Checking guests in and out
- Basic concierge assistance
- Planning and organizing group arrivals
- Day to day processing and input of group reservations while following hotel reservations policy
- Maintaining a positive selling approach to maximise yield in both occupancy and rates
- Liaising with other departments to prepare for group arrivals
- Assisting the Front office with closing accounts
- Answering all of the calls promptly in a courteous and efficient manner

### Requirements

- Fluent in English
- Able to provide a training agreement
- Open to operate in different shifts Morning, Afternoon, Night, depending on the candidate.
- Intermediate Spanish.

### Benefits

Housing + breakfast is offered to interns. All expenses are also covered, electricity, internet, water...  
Housing is shared with other employees/interns so you need to agree with that.

## 3948 - Advance Spanish-Purchasing internship in Girona, Spain

<b>Location:</b>	Girona, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Intermediate)
<b>Fields:</b>	Business
<b>Extra benefits:</b>	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

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## 3926 - Guest Relations - Reception internship

Location:	Malaga, Spain
Languages:	Spanish (Advanced) and English (Advanced)
Fields:	Events, Languages, Hospitality / Tourism
Extra benefits:	Salary of 400-500 €.

### Description:

Our collaborator is a luxury rental accommodation in Marbella. Considering it one of the top sunny destinations in Spain, the company believes a great rental should take back to genuine customer service, high-end properties and real locals living next door.

We are looking for a warm welcome, a happy smile, a positive attitude, a pro-active person who is passionate about delivering excellence in guest service. If you are looking for a unique opportunity to develop your professional skills in hospitality, then this company is your best option.

### Responsibilities

- In charge of the guest relation since a reservation is confirmed until the departure.
- Send guests pre-arrival information and assist them with any need/doubts they may have via email, telephone, and WhatsApp.
- Coordinate check-ins at our office or in the house and make sure all information is well delivered and explained.
- In communication with housekeeping/maintenance to control those properties are clean/well prepared when the new guests are coming.
- In charge of keys collection and track the keys report guaranteeing all keys are controlled.
- Follow up daily calls and emails. Provide an answer within 24 hours.
- Responsible for the closing cashier
- Being knowledgeable of information on the properties and surrounding areas

### Requirements

- Related studies or previous experience in the hospitality and tourism industry
- High level of English and Spanish is a must
- Other languages as an asset
- Strong communication skill, pro-active, customer service oriented
- Driving license is essential (for our scooter)
- Professional appearance and manner
- Minimum 5 months internship

### Internship benefits

400 € per month

### Internship hours

40 hours per week changing schedules

### Location

Puerto Banús, Marbella

## 3905 - Finance Internship in Seville, Spain

Location:	Sevilla, Spain
Languages:	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.

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

#### Internship hours:

Monday to Friday  
40 hours

#### Remuneration:

500 euros per month  
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)

## 3695 - Customer care and relations in a luxury housing boutique in Eivissa

Location:	Ibiza, Spain
Languages:	English (Advanced)
Fields:	Business, Hospitality / Tourism
Extra benefits:	Salary of +500 €.

### Description:

Our collaborator is a high quality housing boutique located in Eivissa, Spain. They are working with high class customers from all over the world, ensuring a satisfying experience when staying in Eivissa.

Within this placement you will learn how to work in the real estate industry as well as gain experience working with luxury properties.

### REQUIREMENTS

- Fluent english spoken & written
- Driving license
- Enjoying to travel, with a travelling backgrounds
- Be extremely organized and extremely punctual- this is crucial
- Maintain a positive attitude towards customers, having people skills and paying attention to details
- Knowledge of the island of Ibiza is a plus
- Good communication skills
- French or spanish intermediate is a plus
- Studying hotel / hospitality management / tourism or customer care
- Minimum 5 months

### TASKS

- Deal with worldwide high end clients and arrange for them all the necessary for their holidays (office based via phone or email most of the time)
- Follow up clients via email and phone
- Review, advise and experience what's happening in the island in order to give good advice
- Develop new networks and new sale channels
- Concierge sales report to manager once a week
- Receive clients and welcome them Check in & Check out during peak season if needed

### BENEFITS

- 500€/ gross a month
- Working Iphone
- The company will provide you with a company branded car for company use only
- Working clothes

## 3678 - Reception Hostel Pisa, Italy

Location:	Pisa, Italy
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 100-200 €. Includes accommodation.

### Description:

Our collaborator is searching for a friendly and motivated person to have an internship in a hostel, to help hosting guests from all over the world. The hostel is located 20 minutes walking from the famous Pisa tower. The environment is really young and dynamic.

#### RECEPTION POSITION

##### Tasks:

- assisting senior reception colleagues
- assisting with bar/café service
- checking guests in and out
- cleaning bar area and lounge area

##### Requirements:

- Good level of English
- Being flexible with time schedule
- Being able to act under pressure

##### Internship hours:

7h 40min per day, 5 days/week

##### Dress code:

Hostel uniform

##### Benefits:

- 300 euros/month

## 3517 - Reception and Customer management Internship in Barcelona

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 100-200 €. Includes accommodation.

### Description:

Our colleague is a high quality Hostels chain, based in Spain and the United States. Awarded by Tripadvisor during many years as the best hostels in Spain, they are customer oriented being really important for them the customer care and the relation with the guests. Their staff is fun and close, making the stay of the customers as good as possible.

### Reception / Customer relationship management

#### Tasks:

As a reception member of a hostel, you will have to get involved in many different tasks, whilst remaining positive and keeping a smile in your face when dealing with customers. We really believe that this will be a really good experience to get to know different hotel areas.

#### Main tasks

- Checking guests in and out
- Basic concierge assistance
- Planning and organize group arrivals
- Assisting in cash advances, exchange money, check guest folios
- Commercial information to customers
- Day to day processing and input of group reservations while following hotel reservations policy
- Maintaining a positive selling approach to maximise yield in both occupancy and rates
- Liaising with other departments to prepare for group arrivals
- Assisting the Front office with closing of accounts
- Answering all calls promptly in a courteous and efficient manner
- Ensuring all reservations are accurately actioned within the same day
- Assisting in the Front Office as required, especially with guests checking in and out

#### Requirements

- Fluent in English
- Intermediate Spanish
- Able to provide a training agreement
- Open to be available in different shifts Morning - Afternoon - Night, depending on the candidate.

#### Benefits

The internship is paid 100 € a month + Accommodation with the other staff and breakfast. Internet is also provided as well as living expenses as water, electricity, etc..

## 3505 - Food & Beverage Internship in Sevilla

Location:	Sevilla, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 100-200 €. Includes accommodation.

### Description:

Our collaborator offers an Internship in hospitality based in Sevilla. As they are customer oriented, the customer care and the relation with the guests are very important to them. Currently they are looking for interns to join the team in the bar at the hostel. You will have many different tasks and face to face contact with the customers which a positive attitude is very important.

#### BAR STAFF POSITION

##### Main tasks

- Prepare drinks
- Take orders and serve drinks or snacks
- Dealing and interacting with Customer
- Tidying working space

##### Requirements

- Knowledge of drinks, food and cooking
- Ability in cooking
- Fluent English.
- Spanish is a plus
- Communication skills

##### Working hours:

40h / week

##### Benefits:

100€ + breakfast and accommodation (shared in a room with the other staff mix, mix gender)

## 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

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To apply, please go to <http://apply.spain-internship.com/>. Please write your university and coordinator name when applying.

## 3422 - Reception assistant Rome, Italy

<b>Location:</b>	Roma, Italy
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Languages, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €.

### Description:

Our collaborator is an apartment and suites rentals in the city center of Rome. They are renting 5 exclusive penthouses with a beautiful view to the Piazza San Silvestro. Now they are looking for someone to expand their team and help them with the reception tasks. If you are looking to develop your hospitality skills this vacancy would be great for you.

### Tasks:

- Welcoming guests
- Check-in and check-out procedures
- Direct and indirect customer support
- Mailing
- Booking for rooms, tours, and excursions
- Modify online rates, close dates
- Registration data clients
- Input modules Istat
- Receipts received and invoices
- Apartment cleaning check

### Requirements:

- English and French B2 level
- Any other language is a plus
- Hospitality studies
- Min 4 months

**Benefits:** 200 €/month

**Location:** Rome, Italy

## 3401 - Customer Support Internship in Barcelona, Spain

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate)
<b>Extra benefits:</b>	Salary of +500 €.

### Description:

#### Company description

Our collaborator is an e-commerce company growing to become an international marketplace for the best-personalized t-shirts and on-demand printing products. With 700,000 original designs related to TV-Series, Movies, Video games and Pop-Culture along with high-quality artwork, a key objective for the company is to improve its market strength in international markets.

You will be part of the customer service team of the company, whose mission is to guarantee the communication and management of user's doubts, both online and through telephone.

#### Tasks:

- Respond to doubts, requests for changes, returns and refunds in a professional manner.
- Communicate with customers by phone, chat or email.
- Use chat to help users with navigation, doubts about purchases and choice of sizes and designs.
- Manage tickets (within the Freshdesk internal system) within a defined period of time.
- Help back office to facilitate the launch of "conflicting" orders (such as size problems, images, stock breakages etc.) which involve consulting with customers for possible changes.
- Manage requests for changes
- Collect and classify information about returns and incidents in order to improve quality control.

#### Requirements:

- Fluent in Spanish (at least B2)
- Proactive, customer oriented and with excellent communication skills
- Pay attention to detail

Understand and preserve the objectives of the company when it comes to customer service policies and procedures.

Ability to learn new technologies and tools

#### Benefits:

500 euros per month

Full-time position

Minimum 3 months

Possibility of incorporation, depending on student's performance

Be part of a young, dynamic, fun, creative and proactive team.

#### Location:

Badalona, Barcelona

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To apply, please go to <http://apply.spain-internship.com/>. Please write your university and coordinator name when applying.

## 3246 - Marketing: network and international relations development / SEO

<b>Location:</b>	Sevilla, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business, Digital marketing

### 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

Network development for universities and organizations, i.e:

- Managing relations with universities from our database
- Organizing and arranging meetings
- Making agreements and collaborations
- Monitorize the processes

### SEO

After a few marketing online courses the student will:

- Generate web content
- Backlink creation
- Relations with media and article sites

The SEO tasks can be more difficult or easier depending on the candidate´s knowledge.

Other marketing tasks as:

Email marketing  
Contact with potential collaborators  
Sales

### Requirements:

- Good level of English
- Spanish would be a plus
- An extroverted person, that likes talking to people
- Able to work in a team, willing to learn.

### Benefits:

Unpaid

### Internship hours:

38h/week, from Monday-Friday  
Minimum duration 5 months

**Location:** Seville, Spain

### 3198 - Bar and Restaurant Internship in a Panoramic Restaurant in the city centre of Seville

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

**Description:**

Our collaborator is a 5\* Hotel located right in the city center of Seville. 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.

**Tasks:**

- Preparation of cocktails and drinks
- Serving the guests

**Requirements:**

- Fluent English and at least A2 Spanish

**Benefits:**

- 250€

**Duration:**

Minimum 3 months, full time internship

### 3103 - RECEPTIONISTS / CUSTOMER SERVICE POSITION IN SEVILLA

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

**Description:**

Our collaborator offers an Internship in hospitality based in Sevilla. They have two Hostels, two Hotels and an Apartment Complex. As they are customer oriented, the customer care and the relation with the guests are very important to them. Currently they are looking for interns to join the team in Marketing, Reception, Food and Beverage Department and Customer Services. You will have many different tasks and face to face contact with the customers which a positive attitude is very important.

**Tasks:**

- Welcoming and give precise information
- Answering phone calls and e-mails
- Check in and check out
- Support the business activities
- Promoting activities
- Organizing arrival of groups
- Face to face contact and interaction with customers

**Benefits**

- 200€ a month

**Availability**

minimum 3 months

## 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.

## 2897 - Reception internship

Location:	The Canary Islands, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 200-300 €. Includes accommodation. Meals

### Description:

Our collaborator is a high quality Hotel Resort in Lanzarote, in the Canary Island, Spain. It has been awarded by Trip advisor and it is known as one of the best hotels in Lanzarote. They are customer oriented, therefore customer care and relations are really important for them. Their staff is fun and diligent, making the stay of the customers the best possible.

#### Positions RECEPTION

#### Tasks:

- Check In / Check Out
- Receiving clients and all tasks related to it.
- Support and customer information at the reception.
- Perform procedures related to the occupation and sales rooms
- Custodian valuables and money deposited, safe hiring
- Billing and cashing, as well as foreign exchange
- Receive, process and direct customer complaints to appropriate services
- Deposit towels
- Provide information to customers about the island
- Answering reception's phone

#### Requirements:

- English or Spanish intermediate required
- Minimum 3 months stay
- Liability and health insurance

#### Internship hours:

40 hrs / week

#### Conditions:

- 300€ per month
- Accommodation + meals provided