

**1185 - Bar internship**

<b>Location:</b>	The Canary Islands, Spain
<b>Languages:</b>	Spanish (Beginner) and English (Intermediate)
<b>Fields:</b>	Hospitality, Hotel and Waitress
<b>Extra benefits:</b>	Salary of 300-400€. 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 close, making the stay of the customers as good as possible.

**Positions****BAR**

- Serving customers
- Serving breakfast, lunch and dinner
- Preparing drinks
- Bar service (the hotel offers an all-inclusive service) so also responsible for the beverage service, both day and night during the hotel working hours.
- English or Spanish required

**Requirements:**

Minimum 3 months

**Working hours:**

40 h / week

**Conditions:**

- 300€ per month
- Accommodation + meals provided

**362 - Kitchen internship**

<b>Location:</b>	The Canary Islands, Spain
<b>Languages:</b>	Spanish (Beginner) and English (Intermediate)
<b>Fields:</b>	Hospitality, Hotel and Kitchen / Cook
<b>Extra benefits:</b>	Salary of 300-400€. 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 close, making the stay of the customers as good as possible.

**Positions****KITCHEN**

- Kitchen basics tasks under the supervision of the departure manager such as being the responsible for conducting the most basic cooking operations such as cutting food, food preparation, customer service, buffet replacing

**Requirements:**

Minimum 3 months

**Working hours:**

40 hrs / week

**Conditions:**

- 300€ per month
- Accommodation + meals provided

**1314 - Purchase internship**

- Location:** The Canary Islands, Spain
- Languages:** Spanish (Advanced) and English (Intermediate)
- Fields:** Business Administration , Hospitality, Hotel, International Business and Waitress
- Extra benefits:** Salary of 300-400€. 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 close, making the stay of the customers as good as possible.

**Positions****PURCHASE**

- The execution of daily purchases, via web / email / phone
- Control of suppliers payments
- Stock management
- Control of the indirect costs incurred by providers

**Requirements:**

Spanish is required  
Minimum 3 months

**Working hours:**

40 h / week

**Conditions:**

- 300€ per month
- Accommodation + meals provided

**989 - Tourism and customer relations internship in London, UK.**

<b>Location:</b>	London, United Kingdom
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business Administration , Customer Relationship Management, Customer Service, International Business and Tourism
<b>Extra benefits:</b>	Salary of +500€. 600 pounds per month remuneration.

**Description:**

Our collaborator is a tour operator dedicated only to Cuba was established on 13th August 2003. This tour operator is promoting Cuba to UK and other English speaking countries, Russia, Brazil, France, Turkey, Malaysia, Croatia and many more. We have an experience of having work placement students in our company for the last several years. This gives to students a brilliant opportunity to get real experience of working in travel industry! The work placement would be ideal for a dynamic, enthusiastic person with great attention to detail and ability to learn fast.

This company is looking for 2 candidates, 1 to start immediately and one to start on the 16th of January

2017.

Tourism and customer relations internship in London, UK

Tasks:

Two weeks training:

- getting familiar with products: hotels, flights, tourist cards, tours...
- introduction to QuickBooks and our reservations systems: eTravel and CRS

Main tasks:

- responsible for all financial transactions on a file and balancing that file when completed.
- adding invoices and purchase orders to QuickBooks.

- processing tourist cards orders
- entering hotels, sales information
- more familiarisation with hotels by making translations
- selling Cuban travel products to the international customers
- working closely with main hotel/services suppliers in Cuba (more than 200)
- follow an inquiry through to a booking: (sending out the information, preparing a quote and itinerary, follow up calls to assess if clients needs are being met, holding options, obtaining deposits/payments and processing them)
- provide an efficient service to clients on booking: (sending vouchers, advising on tourist cards) o use Bizloco CRS to create and maintain client files and record all details of bookings.

**Requirements:**

- 5 months (flexible).
- Good level of English ( additional language is a plus but not a requirement).
- Candidates from Tourism area preferably or with interest in working in the travel industry. (If they have previous work experience we have interest in someone with a background in Sales & Customer Service.)

**Conditions:**

- 600€/months for accommodation and transportation costs
- Full time.

**1136 - Sport assistant in a Surf Courses company in Cadiz Spain**

<b>Location:</b>	Cádiz , Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Sports and Tourism
<b>Extra benefits:</b>	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 and you have experience in working with sports this is your position.

The position is a sports assistant position, where you will basically:

- Support customers during courses (mainly surf)
- Support the team with the sport activities
- Customer relations and assistance (offline, in the surf centre and online)

**Requirements:**

- Being able to work independently
- Good and relax attitude
- Some previous experience with sports work
- English fluent and spanish B1.
- Criminal records

**Benefits**

Accommodation, in double room.

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

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Business Administration , Customer Relationship Management, Customer Service and Tourism
<b>Extra benefits:</b>	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**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Communication / Journalism, Marketing and Social Media
<b>Extra benefits:</b>	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



## 11 - Reception internship

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

### **Description:**

Our collaborator 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 and Customer relationship management position:**

#### **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 working 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 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..

**736 - Internship in a hotel in Santiago de Compostela, Spain (200€/month + accommodation and breakfast)**

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

**Description:**

Our collaborator is a hotel located in the heart of Santiago de Compostela. This business has been successful to create values for the customers by the advantage of location and offering a wide range of deals, promising to make them feel convenient and comfortable during their stay in this historic city. Are you looking for an opportunity to undergo fast-paced environment in Tourism field and flexible with the tasks to boost your interpersonal skills? If yes, it is definitely your chance!

**Position: Customer Service internship****Tasks:**

- Social media marketing: optimize and lead any marketing strategies carried out in them: Facebook, Twitter, etc.
- Interaction with users
- Email marketing, development
- Promoting, marketing and communicating.
- Check-in and check-out
- Directly interacting with customers, giving assistance, handling request from customer
- Receiving feedback and complaints

- Administration tasks: booking, reservations, emails, calls, etc.

- Helping other departments upon request

-Preparing breakfast

**Requirements:**

- Flexibility with tasks
- Being active and can-do attitude
- Fluency in English and intermediate level of Spanish

**Benefits:**

- Shared accommodation and breakfast during the internship
- 200€/month

**Availability:**

as soon as possible, for at least 3 months

**959 - Revenue assistant**

<b>Location:</b>	Madrid, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business Administration , Events, Hospitality, Project Management and Social Media
<b>Extra benefits:</b>	Salary of +500€.

**Description:**

We are a young and modern hotel chain, born in 2001. We have the most complete selection of central and boutique hotels in Spain. With state-of-the-art technology and located in emblematic buildings of the main Spanish cities, we offer 33 design hotels in the centre of Madrid, Barcelona, Seville, Valencia or Bilbao. They are unique accommodations specially designed to guarantee the maximum comfort. The internship is located in Madrid.

**POSITION: REVENUE ASSISTANT**

Tasks and responsibilities:

- Rates decision processes assistant
- Website management
- Websites collaborations management
- Social network responsible
- Events organisation
- Strategy actions management

**Requirements:**

- Studies: Tourism (Management Master will be a plus).
- Revenues knowledge.
- Languages: English high level.

**Conditions:**

- Salary: 600 €
- Hours/week. Full time.
- Timetable. 9:00 - 18:00 (30 min for lunch). Schedule summer from 8:00 to 15:00
- Minimum duration. 6 months.

**1073 - Reception**

- Location:** Bilbao, Spain
- Languages:** Spanish (Intermediate) and English (Advanced)
- Fields:** Hospitality, Reception and Tourism
- Extra benefits:** Includes accommodation.

**Description:**

Our colleague is a high quality individual hostel based in Bilbao, Spain. Reviewed by its loyal customers as an unique and friendly hostel because of their staff, service and modern atmosphere.

They are customer oriented being really important for them the customer care and the relation with the guests.

**Position: Receptionist****Tasks:**

- Check-in / check-out
- Reservation management
- Telephone / email response
- Customer service
- Concierge
- Breakfasts organization
- Groups coordination
- Reporting
- Management revenue

**Requirements:**

- Good english level
- Good spanish level

**Conditions:**

- Full time position
- Accommodation + breakfast provided

**1277 - Animation internship in Tarragona**

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

**Description:**

Our collaborator is a high quality Hotel Resort in Tarragona, Spain. It is 7 minutes by walk to the beach, 15 minutes by bike to the city center of Cambrils and 10 minutes by car to Port Aventura. Really nice and touristic city.

The requested tasks are:

- Dealing with customers
- Developing all the hotel's leisure activities.
- Create some programs for kids and adults in order to make their stay in the hotel more pleasant

Requirements:

English (B1) and Spanish (A2), other language will be a plus

Minimum 2 months

Dresscode: Hotel uniform

Working hours: 40 h / week

Conditions:

- 200€ per month (less than 3 month 100€)
- Accommodation + meals provided

**1272 - Reception internship in Tarragona**

<b>Location:</b>	Tarragona , Spain
<b>Languages:</b>	Spanish (Intermediate), English (Intermediate), French and German
<b>Fields:</b>	Hotel, Reception and Tourism
<b>Extra benefits:</b>	Salary of 200-300€. Includes accommodation.

**Description:**

Our collaborator is a high quality Hotel Resort in Tarragona, Spain. It is 7 minutes by walk to the beach, 15 minutes by bike to the city center of Cambrils and 10 minutes by car to Port Aventura. Really nice and touristic city.

The requested tasks are:

- Check In / Check Out
- Receiving clients and all tasks related to it.
- Support and customer information at the reception.
- Receive, process and direct customer complaints to appropriate services
- Answering reception's phone

Requirements:

English (B1) or Spanish (B1), German, French

Minimum 2 months

Dresscode: Hotel uniform

Working hours: 40 h / week

Conditions:

- 200€ per month (less than 3 month 100€)
- Accommodation + meals provided



**1167 - Hostel Receptionist**

<b>Location:</b>	Rimini, Italy
<b>Languages:</b>	Spanish (Beginner) and English (Advanced)
<b>Fields:</b>	Hospitality, Languages, Reception and Tourism
<b>Extra benefits:</b>	Salary of 200-300€. Includes accommodation. Free accommodation in shared room, free laundry, free breakfast and lunch (with free food in the hostel).

**Description:**

Our collaborator is a recognized Hostel situated along the Adriatic Coast. They are only 200 meters from the beautiful sandy beach and few minutes walk from all amenities. It is the perfect place to do a good internship experience and to learn in a professional environment, very friendly and easy going.

The company is looking for enthusiastic, friendly and passionate people to participate in an international atmosphere.

The requested tasks are:

- Check-in and check out activities. You need to be really welcoming and smiling.
- Taking care of guests in activities of front desk and guests registration.
- Running the day to day front and back office operations, in close contact with the other staff, the housekeeping and the owners.
- Customer service before, during and after the booking.
- Customer care.
- Use of the PMS system
- Reservations management: by phone, by email, by website, etc.
- Contact with the main Online Travel Agencies and use of the Extranet (Booking.com, Hostelworld, etc).
- Caring of groups blocks.
- Target identification.
- Touristic information service.

- Control of the clients review and answering back.
- Competitors check.
- Bar tendering and breakfast operations.

**Requirement:**

- Fluent English (spoken and written) and basic italian. Other languages are welcomed.
- Be available for 3 months
- Be insured (liability).

**Condition:**

- The position is remunerated with 100-300 € per month.
- Full time
- Free accommodation in shared room
- Free breakfast and lunch.

**Location**

Rimini, Italy

**464 - Receptionist internship in Madrid, Spain**

<b>Location:</b>	Madrid, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Hospitality, Hotel and Reception
<b>Extra benefits:</b>	Includes accommodation. Breakfast

**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: Receptionist****Tasks:**

- Respond to customer requests such as check-in and check-out,
- Assisting in the Front Office as required providing information and customer service;
- Reservation management, sales management,
- Answering telephone and email inquiries,
- Support for group bookings,
- Contact suppliers;

**Requirements:**

- Fluent in English
- Spanish would be a plus
- Min. 3 months internship.

**Position: Waiter and waitress****Tasks:**

- Serve in the bar of the hostel.

**Requirements:**

- Fluent in English
- Spanish would be a plus
- Min. 2 months internship.

**Benefits:**

- Accommodation (shared room);
- Breakfast.
- 50% discount on meals purchased in the hostel.
- 40h/week.

## 485 - Customer service, public relations, entertaining and events department in Barcelona

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Events, Hotel, Reception and Tourism
<b>Extra benefits:</b>	Includes accommodation.

### Description:

Our partner is a young and modern hostel located in Barcelona city centre. Their philosophy is to offer their guest a unique experience during their stay. Guests at the hostel share a cozy chill-out lounge with TV, projector and videogames. Bar with food and drinks, a fully equipped communal kitchen, an spacious terrace, outdoor jacuzzi, unlimited internet use, and computers.

### Tasks:

#### PR

- Welcoming guests and giving general information about the city.
- Helping reception and bar with their daily tasks(costumers service)
- Promoting and informing the guests about daily/weekly activities.
- Helping to develop hostel events.
- Promoting the company on Social Media platforms.

#### BAR

- Assisting with bar service
- Preparing drinks
- Serving customers

#### RECEPTION

- Assisting reception colleagues
- Giving guests all information about Hostel regulations, explaining Hostel facilities to arriving guests
- Checking guests in and out
- Helping customer
- Promoting and selling touristic products.

### Requirements:

- Languages: The candidates must speak a good level of English. Spanish and French is not a requirement but a communicative level would be an advantage (as any other language).
- The most important thing is that the candidate is very communicative, dynamic, outgoing and always positive.

- Flexible to work and help in different departments.

**Benefits:**

- Free accommodation at the hostel shared with working colleagues
- You will get 60€/month as pocket money
- Free buffet breakfast everyday (hot and cold food)