

**1019 - Content Assisant**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business Administration and Sales
<b>Extra benefits:</b>	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**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business Administration , Marketing and Sales
<b>Extra benefits:</b>	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

**1314 - Purchase internship**

<b>Location:</b>	The Canary Islands, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Intermediate)
<b>Fields:</b>	Business Administration , Hospitality, Hotel, International Business 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****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

**1116 - Native Greek Sales internship in Madrid, Spain**

<b>Location:</b>	Madrid, Spain
<b>Languages:</b>	Greek (main) and English (Intermediate)
<b>Fields:</b>	Customer Relationship Management, Customer Service and Marketing
<b>Extra benefits:</b>	Salary of 300-400€.

**Description:**

Our partner is a young business group that focuses strongly on the Research and Development in the field of marketing and communication. They are looking for active and dedicated interns to join their professional team in Sales Department for beauty products targeting both men and women. By being a part of this organization, you will have a precious opportunity to learn more about the most advanced techniques of sales and communication that they have implemented so far, not to mention practical experience in the industry of E-commerce.

**Tasks:**

- Contact with clients (B2C), email answering, Skype, phone calls, etc.
- Comercial support of every country
- Sales reports
- Sales control of ERP and online shop of the country
- Improvement proposals in order to boost sales in each country
- Telephone support B2B support and affiliation if necessary

**Requirements:**

- They are looking for candidates with a native language standard of Greek language
- Spanish will be a plus
- Relevant study fields
- Strong communication and negotiation skills
- Prior experience is not compulsory but a plus

**Working hours:**

40 hrs/ week

**Remuneration:**

300€/month

**1060 - Customer relations, tourism and surf internship in Cadiz**

<b>Location:</b>	Cádiz , Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Customer Relationship Management, Sales, 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 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.

**822 - Language school administration assistant in Barcelona, Spain**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business Administration , Education, Reception, Sales and Tourism
<b>Extra benefits:</b>	Salary of 200-300€.

**Description:**

Our collaborator is one of the biggest language school chains in Spain. They have offices all over the country, as they are fast growing company, with multiple franchises. They provide English lessons to children with an age range of 1 - 18 years old.

The ideal candidate for this position has to be interested in the education industry and enjoys spending time with children.

**Main tasks:**

- Business administration, supporting the managers and colleagues in their daily duties
- Sales: providing information to parents about the different courses and options.
- Bookings: making reservations of courses and similar tasks
- Other general administration tasks

**Requirements:**

- English C1 is a must
- Spanish would be a plus

**Benefits**

200 € / month

**Location:**

Barcelona

**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

**1132 - English - Sales and marketing**

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

**Sales and Marketing****Tasks:**

- Manage the EU ecommerce database by searching for contacts on LinkedIn
- Contact potential clients via linkedin / email / telf
- Schedule agenda for demonstrations
- Depending on the profile of the person you can start to perform demos of the soft

**Requirements:**

- English, French or German C2 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

**313 - Customer service and refunding internship in Girona, Spain**

<b>Location:</b>	Girona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Customer Relationship Management, Customer Service, International Business, Marketing and Sales
<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.

**Customer Service and refunding position****Tasks:**

- Customer service
- Call reception
- Administration tasks
- Refunding management

**Requirements:**

- Good level of English

**Location:**

Girona

**Remuneration:**

300€/month

**668 - Purchasing internship in Girona, Spain**

<b>Location:</b>	Girona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Business Administration , Management and Project Management
<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