

1019 - Content Assisant

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

Description:

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

Content assistant**Tasks:**

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

Requirements:

- Good English level.
- Microsoft Office knowledge.

Conditions:

Location: Barcelona

Remuneration: 400€ monthly

Full time position

6 months internship

1022 - Control assistant

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

Description:

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

Control assistant**Tasks:**

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

Requirements:

- Good english level.
- Microsoft Office knowledge.

Conditions:

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

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

1116 - Native Greek Sales internship in Madrid, Spain

Location:	Madrid, Spain
Languages:	Greek (main) and English (Intermediate)
Fields:	Customer Relationship Management, Customer Service and Marketing
Extra benefits:	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

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

Description:

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

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

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

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

Requirements:

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

Benefits

Accommodation, in double room.

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

Location: Cádiz , Spain

Languages: Spanish (Intermediate) and English (Advanced)

Extra benefits: Includes accommodation.

Description:

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

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

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

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

Requirements:

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

Benefits

Accommodation, in double room.

822 - Language school administration assistant in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business Administration , Education, Reception, Sales and Tourism
Extra benefits:	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

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

Description:

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

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

Tasks

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

Requirements

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

Benefits

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

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

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

Description:

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

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

Tasks

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

Requirements

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

Benefits

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

1132 - English - Sales and marketing

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

Description:

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

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

Location:	Girona, Spain
Languages:	English (Advanced)
Fields:	Customer Relationship Management, Customer Service, International Business, Marketing and Sales
Extra benefits:	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

Location:	Girona, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Business Administration , Management and Project Management
Extra benefits:	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