

5795 - Customer Relations and Space Manager in a Touristic Rentals Organization and Coworking Office in Seville, Spain

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

Description:

Our collaborator is a touristic apartments and rentals organization and the first coworking office created in Seville, Spain. Being a touristic organization in one of the main destinations in Spain, they receive and host customers from all over the world. They are preparing a business development plan so they would like to have candidates to support them during their growth and help with customer relations.

Tasks:

Customer relations and administration in a touristic rentals organization

- Supporting the customer relations team (check-ins - check-outs) in office and in the apartments.
- Providing perfect customer service to customers ensuring an excellent experience.
- Preparing product descriptions
- Supporting the business development team
- Creating social media content
- Contacting with clients
- Implanting new OTAS and channel manager
- Finance and payments
- Gestion Problems
- Help with organization and administration part
- Sales tasks
- Digital communication
- vents management

Space manager in a coworking office

- Open OR close the office
- Reception tasks: learn sales methodologies of their services, guide new customers
- Office tasks: check that everything is in order (Internet, material, etc.)
- Reply to emails from interested parties, prepare simple budgets if necessary
- Administrative tasks: order of documents, digitization of some invoices, printing of documents for new clients.
- Marketing and content tasks: editorial calendar management of the company's social networks, social networks tasks, develop blog content
- Assist in the internal communication of the coworking office
- Reconcile with all customers, get to know them, understand them, listen to their suggestions

Requirements

- Being outgoing and easygoing
- Enjoying talking to people
- Customer relations oriented
- English intermediate
- Basic Spanish
- Full-time
- Minimum 3 months

Benefits

- 200€-250€ depending on the candidate
- Health and accidents insurance
- Training plan

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

5794 - Kindergarten and Primary School internship in Barcelona - paid 300€/month

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Languages, Education / teaching
Extra benefits:	Salary of 200-300 €.

Description:**Company Description:**

An international language center for children, situated in Barcelona, is now looking for a person with a good level of English to help the staff to take care of our little friends. Several languages are spoken in the center. The children are most babies from 0 to 6 years old. Also, they are an official primary school with the authorization of the British Council.

Tasks:

- Taking care of children together with qualified teachers
- Helping teachers in class and in the playground
- Make a difference by helping babies to learn in multicultural environment at an early age!

Requirements:

- Excellent level of English
- Get along with children
- Enthusiastic about the job
- Studies related to education for children is a plus

Internship hours:

9am to 5pm, from Monday to Friday

40 hours/week

Benefits:

300€/month

Length of the internship:

Open positions all year long, minimum period is 2 months (August closed).

5792 - Customer Service Internship, in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business
Extra benefits:	Salary of 400-500 €.

Description:

Our collaborator, is a company specialised in cultural exchange programs in the United States. They offer positions for students, to do their internship in hotels and restaurants..

The requested tasks are:

- Provide excellent customer service
- Develop partnerships with new organisations
- Follow up with candidates being processed
- Assisting with all the visa process and guidance (providing detailed guidance and support throughout the visa application process)
- Creating training plans and cultural activities.

Requirements:

- Well spoken and polished presentation
- Fluent English and strong writing skills
- Internationally minded
- Available 5 to 12 months internships

Benefits:

- 300 € per month

Location:

Barcelona

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

5790 - Kindergarten internship in an international center for children in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Education / teaching

Description:

Company Description:

An international language center for children, situated in Barcelona, is now looking for a person with a good level of English to help the staff to take care of our little friends. Several languages are spoken in the center. The children are mostly babies from 0 to 6 years old.

Tasks:

- Taking care of children together with two qualified teachers
- Make a difference by helping children to learn in multicultural environment at an early age!

Requirements:

- Excellent level of English
- Get along with children
- Enthusiastic about the job
- Studies related to education for children

Internship hours:

9am to 5pm, from Monday to Friday

Length of the internship:

Open positions all year long, minimum period is 2 months (August closed).

5786 - Remote - Part-time audiovisual revisor internship in Seville, Spain (U)

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	Communication / Journalism, Advertising, Audiovisual

Description:

Our collaborator is an amazing communication agency based in Seville, Spain. They are working with communication campaigns for customers from all around the world as well as with content creation for audiovisual materials and others.

They have a wide range of customers, being some of them top American multinationals.

In this position, you will be reviewing new series and audiovisual content released in order to detect bugs and others. Therefore, if you love watching movies, series and others, this is your place!

They are looking for someone to stay at least 3 months and with at least B2 english.

Tasks:

- Review movies, tv series and others to detect potential bugs in image and sound.
- Validation that the image and audio quality is correct according to established parameters.
- Errors in editing, production, etc.
- Follow defined processes to report the progress of the review and the defects detected

CREATIVE INTERNSHIP ACTIVITIES:

- CORPORATE IDENTITY. The purpose is to understand some of the different rules that make up a corporate visual identity. Logo, fonts and corporate/brand colors, etc.
- CREATIVE ASSETS. In this block, you will develop creative assets to publish on social networks. To do this, you must first know the different formats used on the different platforms.
- GIF. Another popular format we use frequently is GIF, which makes any post more dynamic.

Requirements:

- English B2
- Minimum stay of 3 months
- Part time, 20 hours week

Internship hours:

20 hours/ week.

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5785 - Assistant to Director of Operations in Barcelona

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

Description:

As a Assistant to Director of Operations Intern you will be an integral part of the operations team. Supporting in the day-to-day operations and ensuring consistent and smooth implementation of policies and procedures. You would assist in the development of strategic planning and lead special projects. You will help in facilitate with internal communications and scheduling. You will learn the company processes back to front, working closely with the CEO and the Operations team.

Responsibilities:

- Support Director of Operations in all her duties and effectively carry out assigned responsibilities
- Ensure consistent and smooth implementation of daily operational procedures
- Assist in strategic business planning and analysis
- Lead and complete special assigned side projects
- Be a knowledgeable resource in matters related to our business
- Interact with the customers and represent Placement International in a professional and hospitarian manner
- Help facilitate clear and consistent communication between departments
- Maintain calendars and schedule necessary meetings, calls, etc.

Requirements:

- Bachelor's in business management or related field preferred –
- Knowledgeable in Hospitality/Education - Excellent communicator both orally and written in both English and Spanish
- Good command on MS Office applications
- Excellent interpersonal and communication skills,
- Organized and detail-oriented
- Ability to effectively multi-task
- Comfortable self-starting assigned projects
- Confident and eager to engage with clients and be a company ambassador

Conditions

- 250€/month
- 40hrs/week: Monday to Friday from 9:30 AM to 6:30 PM (1 hour lunch break)
- Dress Code: Business Casual
- Location: Barcelona

5778 - Sales and customer relationships development - Seville

Location:	Sevilla, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Human resources, Public Relations, Languages, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is a consulting firm that aims to help anyone with an entrepreneurial vision. They offer support to companies at any stage- from a person with ideas to well-established businesses.

They are looking for an intern to develop sales and relationships with clients & suppliers.

Tasks:

- Prepare quotes to clients.
- Request quotes to suppliers.
- Create Corporate presentations and brochures.
- Market Research
- Video presentations
- Social Media knowledge
- Keep the eye of the tiger wide open.

Requirement:

- English and Spanish knowledge
- Monday to Friday. Flexible schedule
- Desire to learn and develop new skills.

Benefits:

- 300€/month
- Remote internship
- 40 hours (flexible schedule)

Location:

Seville

5777 - REMOTE/OFFICE - Business Development Internship in Barcelona

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Communication / Journalism, Business, Digital marketing

Description:

Our collaborator designed a platform for the 23-55-year-old tech-savvy international traveler who desires a more convenient travel booking journey and a more comfortable in-destination experience.

Task:

- Develop strategic partnerships with study abroad programs, corporations with dedicated remote workers, digital nomad community platforms, etc...to provide our white label solution to their employees/community
- Work with a designer and/or create presentations to present to potential partners
- Create a CRM system
- Attend relevant events if needed to network with decision-makers.
- Create the content on social media platforms to become a subject matter expert in the digital nomad/remote work space

Requirements:

- English advance level
- Related studies

Conditions

- 20 hrs/week
- Possibility to do the internship remotely
- Unpaid internship

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5776 - REMOTE/OFFICE - Social Media Content Creator & Influencer Development Internship in Barcelona

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Communication / Journalism, Digital marketing

Description:

Our collaborator designed a platform for the 23-55-year-old tech-savvy international traveler who desires a more convenient travel booking journey and a more comfortable in-destination experience.

Task:

- Create and manage the content schedule for digital presence
- *Attend relevant events to cover and create post-event content
- Interview and co-create content with relevant influencers and brands
- Design paid social media ads to be distributed through the respective channels
- Write a "press release" to be distributed to relevant media outlets to cover our story.

Requirements:

- English advance level
- Related studies

Conditions

- 20 hrs/week
- Possibility to do the internship remotely
- Unpaid internship

5775 - (A) International experience as a English Teaching Assistant January 2021

Location:	Zaragoza, Spain
Languages:	English (Advanced)
Fields:	Communication / Journalism, Translator, Languages, Business, Education / teaching
Extra benefits:	Salary of +500 €.

Description:

Are you looking for exciting international teaching experience? If you are looking to enrich your CV, travel, meet new friends, and experience a truly authentic Spanish adventure, then this is the internship for you!

Our school collaborators in Spain have opened exciting teaching positions for motivated and enthusiastic candidates with a native level of English. The schools are well-established and accredited institutions. They are seeking to expand their multinational and energetic team of teachers by welcoming an undergraduate or recent graduate student with previous teaching experience.

Tasks:

- Assisting classes of children aged 3-17 years old for optimal results
- Aiding students with aspects such as pronunciation and grammar
- Enriching the students' knowledge in a foreign culture and values
- Facilitating activities such as group tasks, or an individual basis
- Designing new teaching materials for the students

Requirements:

- Proficiency level of English
- Studies related to education or teaching experience is an advantage
- Training Agreement from your educational institution

Benefits:

Expert advice regarding CV design and the interview process

Visa & accommodation guidance

Assistance with the necessary documentation for living in Spain

Immersion in the Spanish culture, providing the opportunity to develop your Spanish language skills

The company will compensate you with **900 euros per month**, a salary which due to the low cost of living in Spain, would easily cover your costs of accommodation, living, travel, food, transportation, etc

An unforgettable experience!

Internship hours: 30 hours/week

Availability: From January 2021 to May 2021

Locations: Various cities throughout Spain (Valladolid, León, Palencia, Zaragoza, Gijón, Pontevedra, Ponferrada, Logroño, ..)

5755 - English Teaching assistant in a Kindergarten

Location:	Madrid, Spain
Languages:	English (Advanced)
Fields:	Languages, Education / teaching
Extra benefits:	Salary of +500 €.

Description:

Our collaborators, are authentic educational centres, where children develop all their intellectual and social capacities. They provide the children with the necessary knowledge, to achieve a development of their abilities, all in a safe and reliable environment. The schools are spread in many parts of Spain and specifically in Madrid, where they have more than 10 schools.

The company is now looking for an affectionate intern, willing to deal with children from 0 to 3 years old and able to join their team of psychologists and pedagogues, by helping the training plan, adapted to each age group according to the children's needs, peculiarities and characteristics.

Tasks:

- Organize activities and games with children in the English
- Support in the development of games, dynamics and English conversations.
- Speak in English with children in different classes about everything in order to practice any vocabulary possible.
- Teach English language to the nursery's teachers

Requirements:

- Studies related to teaching, languages, psychology, humanities, history (Studies in a different study field could also be considered)
- English proficiency level
- Person with patience, responsible and motivated to do its internship with children
- Previous working experience with children and babies would be an advantage
- Internship period would be 3 months minimum
- Provide Sexual Conviction Record Check (SCRC)

Internship hours:

30 hours a week

Benefits:

500 € / month

5748 - Advance Spanish - Finance and Accounting Internship in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Advanced)
Fields:	Economics / Finance
Extra benefits:	Salary of 400-500 €. - Monthly support of 400€ - Thursdays 1 hour of Yoga. - Ping-pong, spinning bikes and a shower are there. Some of them do mountain bike at lunch time, other go swimming,etc.

Description:

Our collaborator is a b2b sports distributor located in Barcelona.

They have a wide experience in the sport industry and a great passion for it. They are focused on highly added value brands. They are proud of having a dedicated and committed team formed by enthusiastic professionals.

Our partner serves more than 550 clients placed in Spain, Portugal and Andorra and they work with the 3 main areas of: Winter, Performance and Outdoor sports.

Tasks:

- Recording of accounting entries
- Reconciliation
- Analysis of accounts

Requirements:

- Student of accounting or finance
- Knowledge of PGC accounting, intermediate Excel handling, office package
- Languages: Advanced Spanish. Other languages are a plus.
- Be organized, good companion, team member, and SMILE! ;)
- Minimum duration of 4 months

Internship hours:

Free entrance, 8 hours a day, can be splitted freely, usually from 9h to 14h and 15h to 18h aprox

Benefits:

- Monthly support of 400€
- Thursdays 1 hour of Yoga.
- Ping-pong, spinning bikes and a shower are there. Some of them do mountain bike at lunch time, other go swimming,etc.

5746 - (SU) Remote Sales and Customer Relations Position - Unpaid

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	Business

Description:

Spain Internship was established in 2010 by highly motivated internationals. We offer internships and traineeship services for students and graduates worldwide, connecting students, companies and universities all over the world. 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 central offices in Seville, Spain.

To support the sales and business development manager, we are looking for sales interns who can help us to generate leads and help us to grow. We are looking for a motivated intern who likes to talk to people, are extroverted and want to gain experience in sales. This is a 20-30 hours per week position.

Requirements:

- Enrolled in higher education studies
- Proactive, organized, extroverted
- English fluent, not strong accent
- Interested in sales, crm and customer management and leads generation
- Previous knowledge in Hubspot is a plus

Tasks

- Contacting customers and generate leads by phone
- Create mailing and send to potential customers
- Handle and input data in our CRM
- Guide customers through all the processes
- Customer care

Conditions

- 20-30 hrs/week
- Unpaid
- Remote

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

5740 - Customer service support in a Sports distributor in Barcelona - 400€/month

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business, Digital marketing
Extra benefits:	Salary of 400-500 €. - Monthly support of 400€ - Thursdays 1 hour of Yoga. - Ping-pong, spinning bikes and a shower are there. Some of them do mountain bike at lunch time, other go swimming,etc.

Description:

Our collaborator is a b2b sports distributor located in Barcelona.

They have a wide experience in the sport industry and a great passion for it. They are focused on highly added value brands. They are proud of having a dedicated and committed team formed by enthusiastic professionals. Our partner serves more than 550 clients placed in Spain, Portugal and Andorra and they work with the 3 main areas of: Winter, Performance and Outdoor sports.

They are seeking to hire an intern, willing to assist and develop the Marketing department, learning the mechanics and needs of trade, online and sports marketing. Dealing directly with the Marketing responsible and Marketing Manager for Spain, Andorra and Portugal, and dealing with marketing departments from suppliers from US, Italy, Germany and France. Operating in a team of 20 young people on a casual atmosphere. Through intense team working candidates will have to show their best positive attitude and willingness to learn.

Tasks:

- Management and monitoring of orders from receipt to delivery
- Management and resolution of incidents and claims.
- Verification of the commercial policy and conditions (prices, terms, product availability, etc ...)

Planning and distribution of available stock

Requirements:

- Minimum duration 5 month
- Microsoft Office knowledge. Valuable knowledge of SAP
- Clear customer oriented and communication skills
- Languages: Intermediate English. Valuable Italian
- Be organised, good companion, team member and SMILE! ;)

Internship hours:

Free entrance, 8 hours a day, can be splitted freely, usually from 9h to 14h and 15h to 18h aprox

If some marketing event takes place during the week-end, then some week days can be taken off in exchange.

Dress code:

Casual, never a tie or high heels, sporty looks are welcome

Benefits:

- Monthly support of 400€
- Thursdays 1 hour of Yoga.
- Ping-pong, spinning bikes and a shower are there. Some of them do mountain bike at lunch time, other go swimming,etc.

*To apply for this internship is compulsory to record a video interview on our platform.

5738 - Market research and sales Internship in Madrid - 20hrs/week Unpaid

Location:	Madrid, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Communication / Journalism, Public Relations, Languages, Digital marketing

Description:

Our collaborator is a positive impact communications firm. They believe in the power of communication and the impact of sustainability. And they believe that for society to change on a large scale, its news culture also needs to change, just as the business world needs to shift towards a new sustainable paradigm.

They are looking for market research and sales intern with interest and passion for communications and marketing, to work with their team and learn together in all sorts of creative project

Main tasks:

- Market research (data base analysis, economic index analyst)
- Sales profile
- Agenda making
- Reports creator

Requirement

- Being fluent in both Spanish and English is a must, our clients are international!
- Studies related
- Interested in community management and development.

Conditions:

- Unpaid
- 20hrs/week (Monday to Thursday)

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

5703 - Project/Student Support assistant in Malaga, Spain

Location:	Malaga, Spain
Languages:	Spanish (Advanced) and English (Intermediate)
Fields:	Public Relations, Languages, Social Sciences, Business

Description:

Our collaborator is a young Spanish company, founded in 2014 by people with experience in managing groups and European projects within the framework of programs such as Leonardo da Vinci, Human Capital, Erasmus Plus, EURODYSEY and POWER. They are currently looking for interns who would like to work with them from their branch in Malaga. They offer a friendly atmosphere among professional people, which will primarily consist of supporting activities and projects developed by the company.

Tasks:

- Accompanying groups in cultural activities as tours around the city, bike tours, shows, events and visiting various attractions offered by the city
- Supporting with planning trips and creating cultural programs
- Supporting with professional visits of the groups
- Supporting with the preparation of Spanish classes (level A1-A2) based on interactive activities
- Supporting with the preparation of documentation
- Supporting with translating (oral and written)
- Work with the social media of the company

Requirements:

- Spanish B2
- English B1
- Communicative, open-minded for new experience and challenges, responsible and well-organized
- Minimum duration of 2 months

Benefits:

- No financial compensation

5649 - Reception and F&B Assistant in a Hotel in Granada, Spain (Intermediate Spanish)

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

Description:

Our collaborator is a Hotel located in the city center of Granada. 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 their customers as good as possible.

The hotel has a modern and colorful concept which makes it one of the accommodations with more personality and charm of the city.

As a Reception (60%) and Food and Beverage assistant (40%), 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:

- Assist with the preparation of Breakfast during the morning
- Tidying breakfast area
- Checking guests in and out
- Handle face-to-face inquiries from customers
- Answering all of the calls promptly in a courteous and efficient manner
- 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 maximize yield in both occupancy and rates
- Liaising with other departments to prepare for group arrivals
- Assisting the Front office with closing accounts

Requirements:

- Fluent in English and at least B1 Spanish
- Able to provide a training agreement

Schedule:

Monday till Sunday, 2 days off per week

Two different shifts: 8-16, 16-24

2 days per week assisting with the breakfast preparation from 8-12 and then with Reception and Customer Management tasks

3 days per week only Reception and Customer Management tasks

Benefits:

- 100€ net per month
- Accommodation is provided in a shared flat (mix gender flat). Students need to share a room (max 3 people in a room, only girls or only guys)
- Breakfast.
- Internet is also provided as well as living expenses as water, electricity, etc..

5647 - Reception and F&B Assistant in a hostel in Granada, Spain

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

Description:

Our collaborator is a Hostel located in the historic Albaicin neighborhood, in a restored 17th-century Andalusian building next to the Alhambra. 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 their customers as good as possible.

As a Reception (60%) and Food and Beverage assistant (40%), 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 the different hostel working areas.

Main tasks:

- Assist with the preparation of Breakfast during the morning
- Tidying breakfast area
- Checking guests in and out
- Handle face-to-face inquiries from customers
- Answering all of the calls promptly in a courteous and efficient manner
- 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 maximize yield in both occupancy and rates
- Liaising with other departments to prepare for group arrivals
- Assisting the Front office with closing accounts

Requirements:

- Fluent in English and at least A2 Spanish
- Able to provide a training agreement

Schedule:

Monday till Sunday, 2 days off per week

Two different shifts: 8-16, 16-24

2 days per week assisting with the breakfast preparation from 8-12 and then with Reception and Customer Management tasks

3 days per week only Reception and Customer Management tasks

Benefits:

- 100€ net per month
- Accommodation is provided in a shared flat (mix gender flat). Students need to share a room (max 3 people in a room, only girls or only guys)
- Breakfast.
- Internet is also provided as well as living expenses as water, electricity, etc..

5510 - Remote/Office - Marketing and Customer Service internship in Dublin, Ireland

Location:	Dublin, Ireland
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Business, Digital marketing
Extra benefits:	Travel card: 140€/month

Description:

Our collaborator is the leading platform for dog accommodation in Spain. Today it is present in some countries as Spain, Germany, France or UK and is made up of more than 11,000 carers. It is the perfect alternative to kennels. With their caretakers, pets are treated as if they were at home, without overcrowding, cages or stress. This incredible company was born in 2012 from the need of his co-creator to find someone to take care of her dog. They offer different kinds of services: accommodation, daycare and walks.

Tasks

- To be the first point of contact for new and existing customers and will help to ensure that they have a great experience from booking to stay. Contact types will include a mix of email, phone, and CRM.
- Create monthly user feedback and data analytics reports.
- Assist the company's team to develop local online and offline marketing campaigns.

Requirements

- Spanish and English fluent, at least B2.
- Minimum 3 months, desirable 6.
- Marketing and customer service knowledge or experience will be a plus
- Be able to start remotely and then join their offices in Dublin when possible
- Experience with CRM platforms, Adwords and related

Benefits

- 30 hrs/week
- Travel card: a €140 payment each month so you can choose to use for 1 month free travel in Dublin.

4780 - Administrative internship in Valencia

Location:	Valencia, Spain
Languages:	Spanish (Advanced) and English (Advanced)
Fields:	Business
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is a brokering/trading company with presence in South and Central America and in Valencia, Spain. They trade various commodities within agriculture, marine fuel and metal.

They established in 2016 and they are still in the early phase. They are looking for potential buyers and sellers of commodities in Europe and Africa to connect them with their stakeholders in Latin America.

The company is currently looking for an intern to support with the daily duties.

Tasks:

- Daily bookkeeping of smaller expenses.
- Prepare invoices.
- Management of overdue invoices.
- Controlling of ingoing and outgoing amounts.
- Preparation of monthly P/L report.
- Office tasks, responsible for the cleaning personnel and supplies, water, food etc.
- Assist the sales team with various sales support.
- Compliance procedures on our counterparties.
- Prepare order confirmations.

Requirements:

- Degree in accounting or business administration.
- Dynamic and have a young entrepreneur mindset.
- Willing to work with various tasks.
- Attention to detail!
- Good communication skills.
- Proactive and good to come with suggestions and ideas to optimize processes.
- Fluent in English and Spanish.
- Living in Valencia
- Minimum 3 months
- Training Agreement (provided in application) signed by your educational institution.

Benefits:

- 200€ gross per month
- For the right candidate they are willing to offer a work contract.

Check our website for more details and kickstart your career today, click in the link below to apply via our website: <https://apply.spain-internship.com/>

4655 - (I.T.) Paid Market Intelligence Internship position in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	IT & Web development, Economics / Finance, Business
Extra benefits:	Salary of 400-500 €. 330€/month + lunch vouchers

Description:

Our collaborator, based in Barcelona city centre, is an international safety science company with a wide experience when innovating solutions in safety, sustainability, renewable energy and more. They are specialized in making living and working environments safer.

They are seeking to hire an intern to support their business development department by developing their databases and analyzing the market shares and the company's competitiveness. Through intense team, working candidates will have to show their best positive attitude and willingness to learn.

Tasks:

- Search for opportunities for business development and increase of company's market share in different services
- Regular analysis of the company's performance
- Convert the information into knowledge in order to increase company's competitiveness
- Develop and maintain regulatory databases
- Create, update and organize database of potential international customers
- Analyze information for future acquisitions of new international customers
- Support the regional teams
- Attend meetings with sales and business development managers based internationally

Requirements:

- Some experience in Data Analysis or IT Programming
- Student in Business Administration, Economics, International Business or related studies
- Languages: Advanced level of English and a minimum of Intermediate level of Spanish.
- Microsoft office applications, especially Outlook and Excel
- Be organized, team member and to have a positive attitude

Internship hours:

- 40 hours/week
- Minimum stay during a period of 4-6 months

Benefits:

- Monthly compensation of 330€
- Lunch Vouchers