

**Paid 400€/month Sales support and Customer care internship  
In Barcelona, Spain**

**Company description**

Our collaborator is specialized in providing corporations with equipment for their telecommunication activities. They take great pride in the ongoing training of their employees, which results in excellent customer service. Currently they are active in multiple countries and are very motivated to grow even bigger. This is a perfect opportunity to experience what it is like to work in an ambitious and efficient team in a fun but busy environment!

**Tasks**

- Inputting web orders
- Credit control
- Sales administration
- Handling customer returns
- Customer care; tracking parcels etc.

**Requirements**

- Good level of English
- Organized and motivated
- Enthusiastic
- Computer skills including Word and Excel
- A good team player

**Availability:** ASAP

**Working hours:** Monday to Friday 9.30am–6.30pm with one hour lunch break

**Benefits:** 400€ and an ongoing training

## **Paid marketing and customer relations internships in Tenerife, GranCanaria, Formentera, Menorca and Ibiza**

Our collaborator is a company based in different cities in Spain with offices in the most touristic cities all over the country. This tourism services company rents vehicles for short term or long terms periods. They have any kind of 2, 3 and 4 wheels vehicles like quads, motorbikes, cars, etc. The intern would be working in the customer and sales department supporting them in the sales process, customer relationship management and similar.

**Placement:** Paid marketing and customer relationship management internship

### **Tasks:**

- Marketing and sales
- Customer Relationship Management

### **Requirements:**

- Marketing or sales student
- English + other European language
- Intermediate level of Spanish required (B1)
- Driving license (3 years)

### **Salary and other benefits:**

350€ per month cost to help in living

### **Working hours:**

40 hours per week

**Availability:** from May 2016

If you are interested in this internship, please send your CV to [info@spain-internship.com](mailto:info@spain-internship.com)

**Paid 225€/ month Logistics and Graphic Design Internship  
in Llinars del Vallés, Barcelona**

Our collaborator is an e-commerce company with offices located in Llinars del Vallés, near Barcelona. They have customers all over Europe and a broad network which is maintained by a successful international team that keeps on increasing. Their team consists of a group of young professionals that work in an innovative environment, making this the perfect place for your internship! The company is looking for an active and professional student to join the team. You would be working in the Logistic Department. You would participate and manage the day to day activities, which will improve the company's results in the countries where they are present at the moment: Spain, Belgium, Italy, France, Germany, UK, Luxembourg, The Netherlands, Austria and Portugal.

**Position 1- Logistics assistant:**

**Tasks:**

- Check delivery notes and invoices
- Find wrong products on warehouse.
- Control customer order returns.
- Make carrier reclamations.
- Handle provider's reclamations.

**Requirements:**

- Proactive and effective candidate
- Spanish is a plus

**Position 2- Graphic design assistant:**

- Creation of graphic campaigns and banners
- Improved graphic identity of the group's stores
- Propose improvements in graphic style.

**Requirements:**

- Graphic design tools knowledge
- Advanced knowledge of Photoshop and Illustrator
- Proactive
- Able to work based on objectives
- Easy adaptation to change.

**Benefits:** 225€/ month.

If you are interested in this internship, please send your CV to [info@spain-internship.com](mailto:info@spain-internship.com)

## **225€/month paid pricing controller and IT internship in LlinarsdelVallés, Barcelona**

Our collaborator is an e-commerce company with offices located in LlinarsdelVallés, near Barcelona. They have customers all over Europe and a broad network which is maintained by a successful international team that keeps on increasing. Their team consists of a group of young professionals that work in an innovative environment, making this the perfect place for your internship!

The company is looking for an active and professional student to join the team. You would be working in the Logistic Department. You would participate and manage the day to day activities, which will improve the company's results in the countries where they are present at the moment: Spain, Belgium, Italy, France, Germany, UK, Luxembourg, The Netherlands, Austria and Portugal.

### **Position: Pricer and margin controller:**

#### **Tasks:**

- Control and determination of product prices
- Analysis of competitors ' prices
- Search for business opportunities with overstock -products
- Relationship with trade partners to volume
- Contact with new suppliers

#### **Language skills:**

- Good level of English
- Spanish would be a plus

### **Position: IT**

#### **Tasks:**

- Programming
- MySQL
- JavaScript
- XML
- Web programming: HTML and PHP

#### **Remuneration:**

The company is offering support in living costs with 225 euros.

If you are interested in this internship, please send your CV (including a photo and your date of birth) to [info@spain-internship.com](mailto:info@spain-internship.com)

## **Paid 225€/month Customer Service and Product Assistant internships in Girona, Spain**

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 position**

#### **Tasks:**

- Customer service
- Call reception
- Ticket management CRM
- Answering questions about the orders' statement
- Commercial and back office tasks
- Tracking the logistic situation of customers' orders

#### **Requirements:**

- Good level of English
- One of these languages as a native language: German, French, Portuguese, English, Dutch, Japanese

## **Product Assistant positions**

### **Tasks:**

- Creation of products in our website though dumping an excel file
- Delete, resize and retouch pictures with Photoshop
- Create 3D videos for our pictures with Scan cube machine (no previous knowledge needed)
- Introduce PDF with manuals and specs to the products in our website
- Introduce description of the products in our website
- Photo shooting of products
- Create banners for our website
- Update prices in our website through excel files
- Introduce URL's of competitors in our price comparison engine
- Introduce color attributes in our textile products
- Create Excel files to update daily website stocks.

### **Requirements:**

- Good level of English
- Spanish is a plus

**Availability:** ASAP for minimum of 6 months

**Location:** Girona

**Remuneration:** 225€/month

If you are interested in the vacancy please apply by sending an e-mail to [info@spain-internship.com](mailto:info@spain-internship.com)

## **Paid customer relations management, finance and graphic design Internship in Barcelona, Madrid and Valencia**

### **Company description:**

Our collaborator is a company that rents scooters on a short and long term basis in Spain's most touristic cities basically to everyone who wants to experience the city from a different perspective. Offices located in Barcelona, Ibiza, Formentera, Madrid, Valencia and many more cities the company has expanded widely in Spain.

Now they are looking for two interns to join their marketing department in Barcelona and assist them in the development of new markets and the customer relations, helping the customers during the buying process. The interns would be working in an international and dynamic environment, in the city center of Barcelona!

### **Customer service position:**

- Customer service.
- Sales.
- Renting contracts management.
- Use the ESR of the company.
- Tourist information.

### **Requirements:**

- English, Spanish, Other languages preferably.

### **Marketing + customer service position:**

- Marketing department support.
- Sales.
- Customer Relations Management
- Tourist information.
- Website posting management.
- Use the ESR of the company.
- Translations.

**Requirements:**

- Marketing or sales student
- Marketing or sales student, Spanish, English + other European language

**Administration and Operations position:**

- Administration.
- Stock management.
- Logistics.
- Operations.

**Requirements:**

- English, Spanish (preferably)
- Excel knowledge.
- The length of the internship is minimum 3 months
- IT experience will be a plus (knowledge of any ERP system).

**Salary and other benefits:**

200€ per month to help costs in living

**Working hours:**

40 hours per week

If you are interested in this placement please contact us by e-mail on: [info@spaininternship.com](mailto:info@spaininternship.com)



## **Paid 200€ Customer Service and Reservation assistant internships in Barcelona, Spain**

An international real estate agency is looking for interns in their customer relations department. Based in Barcelona, the beautiful capital of Catalunya, the company is characterized by professionalism and a good reputation, combining apartment rental with a wide variety of extraservices, in order to make the customers comfortable and satisfied. Their friendly team is delivering the best service, always wearing a smile. You will become a part of this team and help them in their everyday activity, while developing your professional and interpersonal skills and gaining hands on work experience.

### **CUSTOMER SERVICE POSITION:**

#### **Tasks:**

- Customer support via phone and email, in both English and Spanish
- Answering inquiries
- Coordination of other departments (check-in, maintenance, etc.)
- Different reports
- Coordination of transportation of guests from apartments to the airport and back

#### **Requirements:**

- High level of English and Spanish (written and spoken)
- Other languages are a plus
- Good communication skills
- High motivation and versatility
- Availability for minimum 3 months, 6 months is preferred
- Ability to get a training agreement from your university

**Starting date:** ASAP

**Working hours:** Monday-Friday, 36 hours per week

**Benefits:** 200 EUR/month

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**RESERVATION ASSISTANT POSITION:****Tasks:**

- Taking care of the clients in the apartments
- Checking the apartments
- Reporting the possible problems of the apartments
- Invoicing

**Requirements:**

- High level of English
- Studies related to tourism
- Availability for 3-6 months

**Starting date:** ASAP

**Working hours:** Monday-Friday, 36 hours per week

**Benefits:** 200€/month

Interested? Send your CV and motivation letter to [info@spain-internship.com](mailto:info@spain-internship.com)

## **Paid 200€/month Marketing and Administration Internship in Barcelona, Spain**

We are having another internship opportunity with a new collaborator who specializes in providing real estate services. They would love to do an A-to-Z service including giving personal advice, offering renting and purchasing options or investment consulting in many languages. They aim at delivering more values than just an apartment. They are looking for a Marketing and Administration intern to develop and make the business run smoothly. If you feel like contributing to this successful company and gain experiences, do not hesitate!

### **Position: Marketing and Administration Internship**

#### **Tasks:**

- Contacting customers and collecting feed-backs
- Visiting and checking apartments
- Administrative tasks: emails, phones, bills, making transaction, etc.
- Developing and publishing advertisements

#### **Requirements:**

- Study background in Management, International Trade, Hospitality, Tourism, Sales
- A fluency in English and intermediate Spanish. French will be a plus

#### **Benefits:**

200€/month

#### **Availability:**

From June 2016

If you are interested in this internship, please send your CV (including a photo and your date of birth) to [info@spain-internship.com](mailto:info@spain-internship.com)

## **PAID Customer Relations and marketing internships in Barcelona, Spain**

Our collaborator is a medium size real estate company based in the city center 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.

### **Position 1: English Speaking Apartment Management Intern**

#### **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

**Position 2: French Speaking Apartment Management Intern****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 and French at minimum of B2 level
- 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

**Position 3: Spanish Speaking Apartment Management Intern****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 and Spanish fluent
- 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

**Position 4: Administrative intern****Tasks:**

- answering phone calls and emails
- processing bookings
- preparing invoices
- welcoming guests
- preparing monthly reports
- running errands

**Requirements:**

- Business English and Spanish fluent
- 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

**Position 5: Digital Marketing Intern****Tasks:**

- growing Social Media accounts
- creating and distributing viral content
- run ads campaigns
- write a company blog
- SEO (optimizing, guest blogging, link building..)

**Requirements:**

- business English fluent, preferably but not necessarily one more language
- basic knowledge of various digital marketing concepts but you don't need to be an expert as long as you have the will and energy to learn.-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

**Position 6: English speaking Hotel Management Intern****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

**Position 7: Spanish Speaking Hotel Management Intern****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 and Spanish fluent
- 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

**Working 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

Positions 1, 2, and 3 Apartments management intern will need to commute. All the expenses of commuting are covered by the company.

Contact: [info@spain-internship.com](mailto:info@spain-internship.com)



## **Paid 200€ Administration internship in Seville, Spain**

### **Company Description:**

Our collaborator is a familiar food factory that was founded in the Andalusian capital, Seville. Thanks of the application of new production techniques the company has managed to become one of the leading companies in the sector in Andalusia. Its philosophy is based on the quality, innovation and respect for the environment. Now the company is looking for an administrative student to join the team and to participate in the company development.

### **Position: Administrative internship**

#### **Tasks:**

- Administration tasks.
- Accounting.
- Invoicing.
- Customer service.

#### **Requirements:**

- Good Spanish level is required.
- Period of at least 4 months.

#### **Conditions:**

- Part-time job: 09:00am to 14:00pm (Monday to Friday).
- 200€ monthly

If you are interested please send your CV to [info@spain-internship.com](mailto:info@spain-internship.com)

## **Front Desk Assistant and Marketing Internship in Alicante, Spain**

Our collaborator is a language school, specialized in Spanish for foreigners, with schools in Alicante, Barcelona, Granada and Madrid. It provides to its customers a high qualified staff and performant equipment and had been accredited by t in Alicante and Granada. Its goal is to combine teaching the Spanish language and culture with fulfilling your holiday expectations. In addition to its many free time events it will also show you the Spanish way of life.

### **Position 1: Marketing department and Front desk assistant**

#### **Tasks:**

- Customer service
- Dealing with customer needs through the Social Network
- Update weekly information in the Social Networks
- Update marketing databases
- To assist with the marketing department
- Customer service
- Assist in keeping the School reception area clean and tidy
- Provide reports, as required, for bookkeepers and management
- Update the Social Networks
- Update marketing databases
- Team meetings

### **Position 2: Summer camp and Front desk assistant**

- Customer service
- Assist in keeping the School reception area clean and tidy, at all times
- Previous to the starting date of the program, organize the schedule of the activities for the nine weeks with the responsible of the activities in the School.
- During the program, organize the logistics for each activity in advance and assist the responsible for the teens in having everything under control.
- Write the reports for each student to send home to their parents.
- If necessary, helping with the full day excursions visiting the province on Saturdays.
- Be involved and contribute at team meetings.
- Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
- Fulfill all reasonable requests from students to ensure their comfort, satisfaction and safety
- Be responsible for evacuation, in cases of emergency, acting as first point of contact for students and the emergency services

#### **Requirements:**

- Spanish B1
- Team player
- Good organizational skills

**Remuneration:** The company will offer a Spanish course and accommodation discount

If you are interested please send your CV to [info@spain-internship.com](mailto:info@spain-internship.com)

**Paid 200€ Part-time Customer Relation and Marketing internship in Rome,  
Italy**

Our collaborator is an owner of offices in an exclusive zone of the city center of Rome. The company is working in B2B marketing sector and is offering a wide range of services including interpretation, translation and consultancy services. They are looking for an enthusiastic candidate to join their team. In case you are interested in working in an innovative relationship management and marketing team in Rome, this is the position for you!

**Tasks:**

- Administrative tasks
- Web marketing
- Customer relationship management

**Requirements:**

- Willingness to learn
- Basic Italian
- Enthusiasm towards the tasks
- Good teamworking skills
- Willingness to learn new things

**Working hours:**

Part time, either in the mornings or in the evenings

If you are interested in this internship please send us an email to [info@spain-internship.com](mailto:info@spain-internship.com)