

3243 - Italian - Emarketing and Web Content Internship in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Advanced) Italian
Fields:	Translator, Copywriting, Business, Digital marketing
Extra benefits:	Salary of 400-500 €.

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 an excellent position for a native Italian speaker looking for an internship in Spain. Based in our multi-lingual office in Barcelona, you will provide key support in the online promotion and marketing of our products to the Italian market. A perfect opportunity to experience what it is like to work in a ambitious, efficient team!

Tasks:

- The writing/translation of web content (from Spanish and/or French)
- Creating and monitoring product promotions on our website
- Improving the presentation of our products via our website in order to maximize web orders
- Assisting in the online capture of leads
- Assisting in the preparation of catalogs and brochures.

Requirements:

- Fluent in Italian
- Excellent written expression
- Capable of writing web copy and technical texts
- An interest in selling via the internet
- Motivated and conscientious with a can-do attitude
- Excellent knowledge of Spanish OR French is desirable

Benefits: 400€ (before taxes)

Possibility of a fix term contract at the end of the internship

Internship hours: 9.30am - 6.30pm (1 hour for lunch)

Available at least for 6 months

3240 - Marketing Content Assistant Internship in Alicante (Spanish + English), Spain

Location:	Alicante, Spain
Languages:	Spanish (Advanced) and English (Advanced)
Fields:	Communication / Journalism, Languages, Economics / Finance, Business, Hospitality / Tourism, Digital marketing
Extra benefits:	Salary of 100-200 €.

Description:

Our collaborator is a small but still successful startup that is the best car rental comparator in the world.

They offer different services in many cities across Spain but their main office is located in Alicante. They are looking for one student to join their marketing department and assist them in the development of their British market and branch. The interns would be intering in a modern and dynamic team in a city that has a lot to offer, especially to young professionals like you.

Tasks:

- Social Media, online marketing and SEO management
- Support and manage online advertisements
- Content editing and marketing material translation

Requirements:

- Fluent in English
- Advanced Spanish
- Studies related to business, marketing and/or languages
- Interest in online marketing

Benefits:

150€ / month

Internship hours:

40 hours per week, minimum 4 months

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

3224 - HR and marketing assistant

Location: Sevilla, Spain

Languages: English (Advanced)

Fields: Human resources, Business

Description:

Spain Internship was established in 2010 by highly motivated internationals. We offer internships and traineeships services for students and graduates worldwide. Spain Internship Student Agency is proud to be a young innovative and ambitious company which strives to find the right interns for the right company. 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 office.

Tasks:

Human resources

- Interviewing possible candidates
- Evaluating their qualifications regarding the positions
- Revising the candidates CVs to ensure a good match with the company

Customer service

- This is done via email, phone and Skype
- Using the CRM system to ensure a good information flow
- Maintenance of the databases

Online marketing

- Creating social media content (Facebook, Twitter, Google+ and LinkedIn)
- Initiate contact via social media
- Manage social media accounts

Market research

- Arranging possible collaborations
- The student's interest can influence this task

Requirements:

- Good level of English
- Spanish would be a plus
- Open and friendly
- Able to work in a team

Benefits: Unpaid

Internship hours: 38h/week, from Monday-Friday, 2 extra days off/month (holidays)

Location: Seville, Spain

3218 - Customer service and sales internship in Barcelona

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

Description:

Our collaborator is a company that already runs a fleet of more than a 1.000 scooters in Spain's most touristic cities. The company rents scooters on a short and long term basis; basically to everyone who wants to experience the city from a different perspective, beyond the one of a normal tourist. Offices in Barcelona, Ibiza, Formentera and many more cities. You will be involved in numerous of activities in an international and dynamic environment, in the city center of Barcelona!

Tasks:

- Customer service and public relations
- Booking management
- Sales (distributing brochures and attracting clients).
- Answer emails and telephone assistance
- Renting contracts management.
- Use the ESR of the company.
- Tourist information.
- Collaboration with others department and partners
- Showing how the service works.

Requirements:

- English and Spanish
- Other languages would be a plus
- Drive license
- Minimum 5 months

Benefits:

200€ per month

3214 - Animation and Social Media Internship in Granada

Location:	Granada , Spain
Languages:	English (Intermediate)
Fields:	Human resources, Events, Languages, Hospitality / Tourism
Extra benefits:	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. They are currently looking for a student to help their team with animation and social media related tasks.

Tasks:

- Creating and defining new animation activities, such us city tours and waterfall tours, tapas tours, prepare small concerts in the hostels and games.
- Applying the activities and accompany clients during the different activities
- Making photos and videos and upload them to social networks.

Requirements

- Fluent in English
- Basic level of spanish is consider as a plus
- Able to provide a training agreement

Benefits

The internship is paid 100 € a month + Accommodation shared with the other staff (in an apartment nearby, only girl or guys in each room) and breakfast.
Full time internship, 40 hours per week

3210 - Administration Internship in Madrid, Spain

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

Description:

Our collaborator is an organization which aims to enhance the atmosphere of any business through artificial floral arrangements. They are a multinational, expanded to over 80 locations in 20 countries across the globe. They are currently looking for a business administration intern to help their department in their offices in Madrid, Spain.

Main tasks

- Research, compile, tabulate, and analyze data for a variety of administrative and departmental matters.
- Assist department personnel in assigned administrative, planning, organizational, technical, and professional tasks.
- Support the company with the invoicing, ticketing, deliveries and similar
- Prepare and present reports of expenses and control expenses

Requirements

- Fluent Spanish
- English is a plus
- Studies related or interest in this type of position
- Minimum stay of 3 months

Benefits

- 300 € per month
- Full time position

Location

Madrid

3195 - Italian-Customer Support Internship in Madrid

Location:	Madrid, Spain
Languages:	Italian
Fields:	Human resources, Communication / Journalism, Events, Translator, Wedding planner, Advertising, Public Relations, Copywriting, Languages, Economics / Finance, Business
Extra benefits:	Salary of +500 €.

Description:**Company description:**

Our collaborator is one of the biggest event organizers in their field in Europe. They are organizing different events in more than 20 countries around the world! Each year they have more than 50 million visitors on their websites and over 350,000 clients. They have as well their own online magazine, which is number one in the field of event management, providing fashion ideas and recommendations to plan the event of your dreams!

Tasks:

- Receive the demands of clients via mail, phone or chat about the topics related to the web
- Development of a commercial and digital strategy to conquer new clients for the web
- Activation and daily control of the web
- Support of the company's platform.

Requirements:

- Graduated or last year Marketing student or similar
- Excellent WEB culture
- Experience in customer service

Working hours:

- Monday to Thursday: 9h - 18:30h
- Friday: 8h - 14h

Remuneration:

550€/month gross

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3182 - Business Development, CRM Management & Acquisition Internship in Seville

Location:	Sevilla, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Human resources, Business, Hospitality / Tourism, Digital marketing

Description:

Our collaborator is a high growth technology startup company based in Seville. They are focusing on offering technological solutions in the field of tourism. They are currently looking for a proactive person, eager to learn and interested in Startups and technology to join their team.

Tasks:

- Qualification of new leads.
- Data registration, maintenance and updating of CRM data.
- Review of CRM data. Generation of corrections and follow-up requests.
- Participation in the design of processes to ensure the quality of CRM data.
- Segmentation of data and preparation of campaigns.
- Generation of reports and panels.
- Incident management with users.
- Development and monitoring of KPIs
- Collaborate in the development of the business from the management of the customer database

Requirements:

Studies related to business administration, finance, tourism etc.
Minimum 4 months
Fluent in English and at least b1/b2 Spanish
Training agreement

Internship hours: 35 per week

Location: Seville, Spain

Remuneration: 300 euros per month

3181 - Online Marketing & Customer Acquisition Internship in Seville

Location:	Sevilla, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Human resources, Communication / Journalism, Economics / Finance, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is a high growth technology startup company based in Seville. They are focusing on offering technological solutions in the field of tourism. They are currently looking for a proactive person, eager to learn and interested in Startups and technology to join their team.

Tasks:

- Configure and maintain existing SEM campaigns (Google Adwords, Bing,etc) and social networks.
- Develop Inbound Marketing actions of their different platforms and in particular of Link Building and SEO offsite.
- Creation, analysis and monitoring of email marketing campaigns
- Management of their CRM and Marketing Automation system
- Management of the expansion strategy of their various projects.
- Measurement, analysis and optimization of the effectiveness of the different actions of Marketing
- Communication and commercials through Google Analytics and other tools.
- Manage / monitor Google Analytics configuration: creation of objectives, A / B testing and creation of Dashboard.
- Coordination of the different departments of technology, Marketing, Operations, etc.

Requirements:

Studies related to marketing, business administration etc.
Minimum 4 months
Fluent in English and at least b1/b2 Spanish
Training agreement

Internship hours: 35 per week

Location: Seville, Spain

Remuneration: 300 euros per month

3172 - Italian- Social Media Internship in Llinars de Valles, Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Intermediate) Italian
Fields:	Communication / Journalism, Advertising, Economics / Finance, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is one of the most important E commerce company for pets with a worldwide presence located in Llinars de Valles, Barcelona. Their current goal is to become the most important pet e commerce company in the Southern Europe. They are offering a wide range of product (approximately 70 000) and they own a warehouse of more than 3000m2.

Their team consists of a group of young professionals passionate and enthusiastic for pets and Online Marketing. They are offering an excellent internship atmosphere with new and fully equipped offices of more than 800m2.

They are currently looking for students with languages (Spanish and Italian or French) for a period of 5-6 months to join their Social Media Department.

Tasks:

- Development of marketing, communication and social media campaigns
- Creation, control and management of content. Dialogue, conflict resolution and revitalisation of communities and social networks.
- Monitoring, analysis and reporting of results
- Development and creation of new social media strategies
- Management of monitoring tools and content programming

Requirements:

Fluent in Spanish (at least b1) and in Italian

Minimum duration of 5 months

Proactive, flexible and adaptable in an environment of constant changes.

No experience required

Remuneration:

225 euros net per month

Monday to Friday: 9 a.m. to 5 p.m.

Location: Llinars del Valles, Barcelona

215 - Event and Entertainment Internship on the Spanish Coast - English/Spanish

Location:	Malaga, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Events, Sports, Hospitality / Tourism
Extra benefits:	Includes accommodation.

Description:

Inspired by a commitment to excellence, our collaborator is a famous Hotel chain currently looking for motivated individuals to join their animation team, helping them with different animation activities, social events and other tourist activities! The mission of their team is to create unforgettable memories for their guests with a constantly creative approach.

You will closely do your internship alongside the entertainment team and support the event managers.

They need stone-and-bone entertainers with loads of energy a huge smile on their faces and a great team spirit for this position! You don't need to have experience to apply for this position but you definitely need to be active and friendly person!

If you like working with people from all ages and being on stage then this is your big chance!

Tasks:

- Sport activities (football, volleyball, etc.)
- Cultural activities (City tours)
- Recreational activities (Dances, Crafts)
- Games, Dancing Shows

Language requirements:

- English and Spanish intermediate

Other requirements:

- The candidate should be a dynamic person, decisive and sympathize with children.
- Available for at least 3 months.

Benefits:

- Accommodation and food will be provided

Locations:

Different location in the beautiful Spanish coasts (Malaga, Salou , Benidorm, Girona)

Be determined during the interview with the company

Internship hours:

40 hours per week

3245 - Paid 300€, entertainment internship in a 4* hotel in Ibiza, Spain

Location:	Castellon, Spain
Languages:	English (Advanced)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 100-200 €. Includes accommodation. Food

Description:

Our collaborator is a company that organizes activities, social events, children's entertainment and tourist activities. They pride themselves of always using a creative approach to their events. Currently they are looking for interns to work in their hotels in Peñíscola and Ibiza. The hotels are 4* hotels, with amazing facilities and a beach front location. The intern will work alongside the entertainment team and support the event managers. They are a young and international team that are very enthusiastic about what they are doing.

Position:

Entertainment and animation internship in an 4* hotel

Tasks:

- Participating in a family animation program during the day (in a team of 4 people)
- Participating in the children's activities with children and participating in the sport programs for adults
- mini discos and shows for children in the evening
- Customer service and contact with clients during the day (most clients are from Italy)

Requirements:

- Good level of English
- A positive attitude at all times, due to constant contact with the customers
- Previous working experience with children
- Enjoys sport and dancing

Availability:

15th of June to 15th of September 2018

Internship hours:

- 40 hours per week
- One and a half days off per week

Benefits:

- 300 € per month
- Accommodation and meals

Location:

Ibiza

3225 - Italian-Account Manager Internship in Madrid

Location:	Madrid, Spain
Languages:	English (Intermediate) Italian
Fields:	Communication / Journalism, Events, Wedding planner, Advertising, Public Relations, Business, Digital marketing
Extra benefits:	Salary of +500 €.

Description:

Company description:

Our collaborator is one of the biggest event organisator in their field in Europe. They are organizing different events in more than 20 countries around the world! Each year they have more than 50 million visitors on their websites and over 350,000 clients. They have as well their own online magazine, which is number one in the field of event management, providing fashion ideas and recommendations to plan the event of your dreams! They are currently looking for interns to join their team in Madrid.

Tasks:

- management of clients portfolio
- contact with clients and development of the online advertising campaign strategy
- launch communication campaigns
- coordinate with the different departments to guarantee the needs of the clients (commercial, magazine, directory and product department)
- Reporting and analysing of customer campaigns
- After-sales follow-up of relationship with customers to ensure a high quality service

Requirements:

- Studying BA/ BS degree in Communication/ Marketing/ Online Marketing or related field.
- Minimum 6 months internship
- Fluent in English and Italian
- Pack Office knowledge (Excel, Word, Powerpoint)
- Excellent web culture
- Experience in customer service
- Team player, proactive and dynamic

Working hours:

Monday to Thursday: 9h - 18:30h

Friday: 8h - 14h

Remuneration:

750€/month gross

3209 - Italian-Directory Internship in Madrid

Location:	Madrid, Spain
Languages:	English (Intermediate) Italian
Fields:	Communication / Journalism, Advertising, Copywriting, Business, Digital marketing
Extra benefits:	Salary of +500 €.

Description:

Company description:

Our collaborator is one of the biggest event organisator in their field in Europe. They are organizing different events in more than 20 countries around the world! Each year they have more than 50 million visitors on their websites and over 350,000 clients. They have as well their own online magazine, which is number one in the field of event management, providing fashion ideas and recommendations to plan the event of your dreams! They are looking for communication or marketing student to join their team in the capital of Spain.

Tasks:

- Establish close and sustainable relationships with clients.
- Contact existing customers (suppliers) to manage their account with quality.
- Increase the country directory.
- Manage technological tools for the registration of each of the activities.
- Content writing for the growth of the country directory.

Requirements:

- Studying BA/ BS degree in Communication/ Marketing/ Online Marketing or related field.
- Minimum 6 months internship
- Fluent in English and Italian

Working hours:

Monday to Thursday: 9h - 18:30h

Friday: 8h - 14h

Remuneration:

550€/month gross

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3203 - Italian- Revenue Internship in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Beginner) and English (Intermediate) Italian
Fields:	Communication / Journalism, Public Relations, Languages, Economics / Finance, Business

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 and accustomed to teamwork. They are a young team, passionate about what they do, quick learners and achievers. They like crazy ideas and thinking big, and they love the startup life, that's why they are based in a start-up hub by the Barceloneta beach in Barcelona, surrounded of entrepreneurs, developers, digital marketers, skaters and surfers.

Tasks:

- Customer support: Create solid relationships with the clients (hotels) you talk to and help them in relation to the business model.
- Give training and welcome the new hotels.
- Search and optimize the availability of hotels on the website.
- Call hotels in search of availability and improvement of check ins and prices.
- Varied tasks and the opportunity to develop a wide range of skills in an innovative company.
- Call center support (management of reservations, calls or hotel modifications).
- Work as a team through the different internal departments in order to finish active processes in a productive and efficient way.

Requirements:

Excellent communication skills
Fluent in English and Italian, at least a2 Spanish
Minimum 4 months

Conditions:

Location: Barcelona
Remuneration: 300-350€ monthly, to be determined after interview with the company
Full time position

3172 - Italian- Social Media Internship in Llinars de Valles, Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Intermediate) Italian
Fields:	Communication / Journalism, Advertising, Economics / Finance, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is one of the most important E commerce company for pets with a worldwide presence located in Llinars de Valles, Barcelona. Their current goal is to become the most important pet e commerce company in the Southern Europe. They are offering a wide range of product (approximately 70 000) and they own a warehouse of more than 3000m2.

Their team consists of a group of young professionals passionate and enthusiastic for pets and Online Marketing. They are offering an excellent internship atmosphere with new and fully equipped offices of more than 800m2.

They are currently looking for students with languages (Spanish and Italian or French) for a period of 5-6 months to join their Social Media Department.

Tasks:

- Development of marketing, communication and social media campaigns
- Creation, control and management of content. Dialogue, conflict resolution and revitalisation of communities and social networks.
- Monitoring, analysis and reporting of results
- Development and creation of new social media strategies
- Management of monitoring tools and content programming

Requirements:

Fluent in Spanish (at least b1) and in Italian

Minimum duration of 5 months

Proactive, flexible and adaptable in an environment of constant changes.

No experience required

Remuneration:

225 euros net per month

Monday to Friday: 9 a.m. to 5 p.m.

Location: Llinars del Valles, Barcelona

3145 - Customer Support , Receptionist and Reservation Internship in Seville

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

Description:

Our collaborator is a company that offers bright and modern accommodations such as big studios, apartments and attics in the best locations of Seville just a few minutes away from some of the most important monuments of the city, like the Cathedral or the Giralda, and from the famous quarters of Triana and Santa Cruz. Currently they are looking for an intern to join their team and help them in the department of Customer Support, Reservation and Reception. You will have to get involved in many different tasks, whilst remaining positive and keeping a smile on your face when dealing with customers.

Tasks:

- Welcoming and give precise information
- Answering phone calls and e-mails
- Check in and check out
- Support the business activities
- Promoting activities
- Organizing arrival of groups
- Face to face contact and interaction with customers
- Reservation management

Requirements:

- Good level of English and at least B2 Spanish

Benefits:

- Accommodation (shared in a room with the other staff mix, mix gender)
- 100€ a month
- Internet and living expenses are provided (water, electricity, etc.)

Availability:

As soon as possible for minimum of 4 months. Preferably 6 months.

3045 - Reception Internship in Spain

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Includes accommodation.

Description:

Our collaborator is a Hotel chain of 3 and 4 star Hotels that combines luxury with comfort and excellent service. They are located on the most beautiful and important coasts of the Spanish peninsula and their facilities and luxury services make them unique and special!

They are offering to their interns the opportunity to gain invaluable experience in an enjoyable working atmosphere.

So if you want to gain full experience with different cultures and with very high customer service standards, this is a great opportunity for you! Apply now!

Tasks:

- Management of tourist information in several languages.
- Reception management.
- Checking guests in and out.
- International phone reception.
- Services and schedule customers information.

Requirements:

- Speak fluent English and one more European language.
- Minimum 3 months

Duration:

Position is available from May for a minimum of 3 months. (Internship must include both months of July and August)

Remuneration:

- 200 euros per month
- Shared accommodation (mix gender)
- Meals
- Evaluations
- Uniform

Locations:

Costa Azahar · Costa Ballena · Costa de la Luz · Costa Brava · Costa de Barcelona · Costa de la Luz · Costa de Almería y Costa Cádiz

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3003 - Animation Internship in Spain

Location:	Barcelona, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Includes accommodation.

Description:

Our collaborator is a Hotel chain of 3 and 4 star Hotels that combines luxury with comfort and excellent service. They are located on the most beautiful and important coasts of the Spanish peninsula and their facilities and luxury services make them unique and special!

As part of the animation team of the hotel you will have fun all day long while entertaining people of all ages; play games, make shows etc.

As an intern you must have the capacity to work with different groups of people: children, adults, etc, in order to organize activities that link the guests with the surroundings and the community.

Are you dynamic and energetic? Don't lose this opportunity! Apply now!

Tasks:

- Communicating with guests
- Being part of the international entertainment team of the hotel
- Public Relations
- Recreational activities (Dancing shows, games etc.)
- Other position related tasks

Requirements:

- Speak fluent English and one more European language.
- Knowledge of Spanish is considered as a plus
- Minimum 3 months

Duration:

Position is available from May for a minimum of 3 months. (Internship must include both months of July and August)

Remuneration:

- 200 euros per month
- Shared accommodation (mix gender)
- Meals
- Evaluations
- Uniform

Locations:

Costa Azahar · Costa Ballena · Costa de la Luz · Costa Brava · Costa de Barcelona · Costa de la Luz · Costa de Almería y Costa Cálida

2827 - Italian - Marketing internship in Bilbao

Location:	Bilbao, Spain
Languages:	Spanish (Beginner) and English (Intermediate) Italian
Fields:	Communication / Journalism, Advertising, Public Relations, Economics / Finance, Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is an e-commerce company based in one of the most important cities in Spain, Bilbao. The company is one of the most famous online stores for second hand clothes for women where you can find and buy an infinite variety of clothes.

The company will provide a great opportunity for professional development by building relationships and applying skills and knowledge learned in the classroom to on-the-job experiences.

Are you looking for a marketing internship? If you're wondering what a career in marketing looks like, then this is a great opportunity for you! Apply now!

Position: Marketing assistant

- Online marketing
- SEO and SEM
- Social network assistant
- Developing new markets and collaborations
- Sales

Requirements:

- Advance Italian and good English
- Spanish at least basics
- Interested in fashion
- Writing knowledge

Conditions:

- Full time position
- 350€ monthly
- Minimum duration 3 months

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2896 - Bar and restaurant internship

Location:	The Canary Islands, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 400-500 €. 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 diligent, making the stay of the customers the best possible.

Positions

BAR AND RESTAURANT

- Serving customers (breakfast, lunch and dinner)
- Preparing drinks and the dining room
- Bar service (the hotel offers an all-inclusive service) so also responsible for the beverage service, both day and night during the hotel opening hours.
- To prepare tables before the opening of the restaurant and check the cleanliness of them.
- To accompany the guests to their table and ensure that they consistently lack nothing
- To prepare and serve beverages
- To collect the glasses and keep the area neat and tidy
- To prepare the room, clean and maintain clean: preparation of tables, dishwashing, stocking refrigerators, coffee makers, machine washing glasses

Requirements:

- Minimum 3 months stay
- Liability and health insurance

Internship hours:

40 hrs / week (split internship schedule)

Conditions:

- 300€ per month
- Accommodation + meals provided

180 - Reception and Customer management Internship in Barcelona

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

Description:

Our colleague 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 / Customer relationship management

Tasks:

As a reception member of a hostel, you will have to get involved in many different tasks, whilst remaining positive and keeping a smile in your face when dealing with customers. We really believe that this will be a really good experience to get to know different hotel areas.

Main tasks

- Checking guests in and out
- Basic concierge assistance
- Planning and organize group arrivals
- Assisting in cash advances, exchange money, check guest folios
- Commercial information to customers
- 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 of accounts
- Answering all calls promptly in a courteous and efficient manner
- Ensuring all reservations are accurately actioned within the same day
- Assisting in the Front Office as required, especially with guests checking in and out

Requirements

- Fluent in English
- Intermediate Spanish
- Able to provide a training agreement
- Open to be available in different shifts Morning - Afternoon - Night, depending on the candidate.

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..