

4457 - Customer Support Internship (Engineering or Business background students) in Barcelona

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Engineering, Business
Extra benefits:	Salary of 400-500 €. 330€/month + lunch vouchers

Description:

Our collaborator, based in Barcelona city center, 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.

The intern will be part of the European team in charge of decreasing the high Work on Hand assigned to the Consumer Technology engineers.

The main tasks will be:

- Contact customers around Europe to follow up product readiness
- Be part of the multinational team that is working on the continuous improvement project that will use the Lean/Six Sigma methodology to improve (decrease) the amount of Work on Hand assigned to the engineering team.
- Collect information about the main reasons for project inactivity to be used in the Lean/Six Sigma project.

Requirements:

- Students in Engineering or related studies. Business could be considered too.
- Advanced level of English
- German or Italian advance
- Be organized, team member and proactive

Internship hours:

- 40 hours/week
- Minimum stay during a period of 3-6 months

Benefits:

- Monthly compensation of 330€
- Lunch Vouchers

4451 - Content Creator Internship in Girona, Spain

Location:	Girona, Spain
Languages:	English (Advanced)
Fields:	Copywriting, Languages, Business
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 for over 17 years. They are now searching for customer service and product assistant interns to join their international and innovative office in Girona, Spain.

Tasks:

- Update product prices on the website
- Update product descriptions
- Update images of the products on the website

Requirements:

- Good level of English
- Spanish would be a plus
- Minimum 3 months of internship

Remuneration:

300€/month, full time internship

4381 - Reservation assistant internship in Platja D'Aro, Girona

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

Description:

Our collaborator is a tourist company dedicated to the management of Hotels and Tourist apartment. It's located in Costa Brava (Playa d'Aro, Girona). The Hotel has wonderful sea views. It has a large swimming pool for adults and children, children's playground,...

The requested tasks are

- To charge tariffs in the different electronic distribution channels as well as their daily maintenance and modifications.
- Management of the operating system with which the hotel chain works.
- Telephone attention giving commercial information via telephone and email to potential customers.
- Respond to customer requests in the various online distribution channels
- Control of entries and exits, both weekly and monthly, of the reservations made in the different distribution channels.
- Response to customer complaints through the different distribution channels
- Review and monitoring of suppliers' technical specifications
- Translation tasks for websites and offers
- Support in the invoicing of the TT.OO.'s

Requirements:

- Intermediate Spanish
- Intermediate English
- Intermediate French
- Minimum 3 months
- Schedule: 9-14h and 15-18h

Benefits:

- 300 euros gross per month

4376 - Customer Service & Marketing

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Business, Digital marketing
Extra benefits:	Salary of 100-200 €.

Description:

Our collaborator is an online operating company that is renting out apartments in central Barcelona. This internship is an ideal opportunity to gain insight into a new and different market.

Are you looking for a chance to learn more about the real estate business? Do you want to increase your experience in Marketing and customer relations? Or are you just looking for a chance to have an internship in an enthusiastic and international team.

Tasks:

- Customer service tasks associated with the hospitality industry
- Marketing and online marketing activities
- Introduction to the sales management
- Some translation tasks
- Some administration tasks

Requirements:

- Very good knowledge of English
- At least communicative Spanish
- Good knowledge of word, excel
- Good knowledge of social media
- Interest in tourism/hospitality industry/ sales and marketing in tourism
- Customer service skills
- Open-minded attitude and interest in the hospitality industry
- Willingness to have contact with people from different nationalities

Internship hours:

20h per week (mainly afternoons)

Benefits:

200€/ month

Duration:

Minimum 3 months

4358 - Human resources 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, possibility to apply Erasmus+ scholarship from your university

Internship hours:

38h/week, from Monday-Friday

Location:

Seville, Spain

4251 - Social media and business administration in Barcelona, Spain

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

Description:

Our collaborator is a touristic related services company in Barcelona, which is now expanding to other major cities across Europe. They are a dynamic, creative and supportive team working together in a start up environment. Ideally you will have existing sales experience, but the main priority is having the right attitude as they provide thorough training. Energy is key – upbeat, enthusiastic and driven individuals.

Tasks

- Handling social media channels.
- Providing support in the office to the managers, helping with the business tasks
- Customer service, invoicing, channels, business development...

REQUIREMENTS:

- Excellent communication skills
- English and Spanish
- Is incredibly organised – efficiency is key
- Is a natural talker
- Is smart, accurate and reliable
- Is confident speaking to potential clients
- Is excited about using new technology to transform an industry

BENEFITS:

350 € per month

4184 - Customer service internship in a 5* Hotel in the city centre of Seville

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

Description:

Our collaborator is a well-known design hotel in the centre of the capital of Andalusia being a reference in the whole country for its design, location and concept. The hotel is located in the historical Centre of Seville in front of the Cathedral and a couple of minutes away from the shopping streets.

The hotel is exclusive, having only 60 rooms of 5 different types. Every room is fully equipped and created with a difference concept. The location is an amazing complex consisting of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace

With this internship you will develop skills such as organization, responsibility and commercial skills. You will be immersed in a multilingual environment so you will be able to learn and practice languages.

Customer service:

- Customer care
- Tourism information
- Site Inspection Protocols
- Right kind of attitude and appropriate looks
- Knowledge and assistance to important meetings

Requirements:

- Fluent English.
- Intermediate Spanish

Benefits:

- 250€/month
- Minimum 3 months

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

4179 - Reservation Assistant in a 5* Hotel in the city centre of Seville

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

Description:

Our collaborator is a well-known design hotel in the centre of the capital of Andalusia being a reference in the whole country for its design, location and concept. The hotel is located in the historical Centre of Seville in front of the Cathedral and a couple of minutes away from the shopping streets.

The hotel is exclusive, having only 60 rooms of 5 different types. Every room is fully equipped and created with a difference concept. The location is an amazing complex consisting of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace

With this internship you will develop skills such as organization, responsibility and commercial skills. You will be immersed in a multilingual environment so you will be able to learn and practice languages.

Reservations position:

- 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 a groups arrival
- Assisting the front office with the closing of accounts
- Answering all calls promptly in a courteous and efficient manner
- Ensuring all reservations are accurately carried out within the same working day
- Assisting in the front office as required, especially with guests checking in and checking out

Requirements:

Fluent in English and intermediate Spanish

Benefits:

- 250€/month
- Minimum 3 months

4120 - Web creation and Online Marketing internship in a company in Madrid (Remote Internship)

Location:	Malaga, Spain
Languages:	Spanish (Advanced)
Fields:	IT & Web development, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is a rental flower company located in Madrid who are looking for interns who will dedicate their time to a small, dynamic and innovative company. Their employees have a lot of energy and adopt a fun but professional attitude. The company is offering opportunities for interns to gain a lot of experience, to have responsibility and make changes from day one in a truly international environment. They are now looking for new interns who will fit well into their team-oriented environment!

You need to have good computer skills and website creation. Also, you need to be creative and experienced with social media. Experience using SEO and SEM or working in website design is a big advantage so if you have this you should mention this in your application. Photography and photoshop skills which can be used to help them produce publicity material are also a big plus.

You will be assigned a mentor who will help with your training and will share their advice and experience. Once you have settled in, you will also have the opportunity to implement a project that is of interest to you within the business.

Tasks

- Build a website for brand new project
- Design marketing campaigns via social media
- Working with photoshop

Background

- Website construction
- Marketing
- Social media

Languages:

At least B2 Spanish

Remuneration:

300 euros per month

Location:

Remote internship, work from home
video conference with your mentor almost every day.

Duration:

Minimum 3 months

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3985 - Sales and business development internship in health-tech start up in BCN, Spain

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

Description:

Our collaborator specializes in developing and producing 3D Interactive Content for healthcare professionals, research groups, pharmaceutical industry and universities. They produce high quality content with maximum scientific rigor, generating innovative visualization solutions improve scientific understanding and medical education.

They are looking for an intern to join their team, and help their marketing team with the business development.

Tasks

Research, building map and databases of potential customers.
Contacting initial clients to arrange meeting for Sales Directors
Administrative tasks
Trade Show Follow Ups
Marketing Connection
Social media marketing

Requirements

Advanced English
Business studies or related
Minimum 4 months

Benefits

Learning in a wonderful startup in BCN, in the tech sector.
350 € per month

3922 - Paid Administrative Internship position in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Human resources, Economics / Finance, Business, Digital marketing
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 an intense team, working candidates will have to show their best positive attitude and willingness to learn.

Tasks:

Arranging payments (Creating purchase orders, paying invoices, communication with Payment Team)
Sample shipping & tracking, custom solutions, payments (re- shipping samples to different countries where we have laboratories and engineering teams)
Maintaining various internal databases (e.g. certificates, shipment records, procedures, etc)

Requirements:

- 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

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3631 - Assistant Director of Operations and Finance internship, in Barcelona, Spain (SP)

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

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:

- Help track expenditures and keep bank and card statements updated
- Make sure all balances are correct at the end of every month for petty cash, bank accounts, and sponsors
- Track client's payments and control partner accounts, including the preparation of all invoices and sending weekly reminders for pending amounts
- Complete HR related tasks, such as the welcoming of new employees and interns in the company, as well as the organization of team building activities
- Assist Director of Operations (and other Managers occasionally)
- Participate in weekly meetings regarding the company
- Welcome new team members and prepare all documents necessary, including the training
- Help maintain the office and keep it running smoothly in terms of daily and monthly accounting

Requirements:

- Fluent English and strong writing skills
- Spanish and/or French desired
- Excel, Word, basic Photoshop and Acrobat knowledge
- Min. 6 to 12 months internships

Benefit:

300 € per month

Location:

Barcelona

3486 - Paid Customer service, administration and assistant in a leisure organization in Barcelona

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

Description:

Our collaborator is one of the largest escape room in Barcelona, which already has 8 different room opened to the public. They are looking for operators, who can lead those games and work with customers.

"Escape rooms" is a new concept of leisure which is getting more and more popular in Barcelona. Their games are very technological and well decorated. They have a wide range of thematic rooms, starting from Middle Age finishing to Future Spaceship.

Their main goal is to make people feel like being in a real story by making them main characters of their own "movie". This combination ensures that players will live an unforgettable adventure, and our task is to maximize this experience.

Main tasks:

- Receive the teams of players and explain the basic rules of the games
- Begin with an immersive introduction of the game via the interpretation a character
- Monitor and help players whilst they play in the room
- Charge customers
- Offer promotions for other games
- Management of bookings
- Customer service

Requirements:

- 40h / weekly
- Saturday and Sunday internship
- 2 free days during the week
- Minimum duration - 4 months
- Spanish - high / native level, English - medium / high level.
- Be confident with interacting with different people and putting on different voices whilst interpreting a character.

Benefits

- 200 euros / month
- Dynamic work in the center of Barcelona
- The opportunity to meet local people
- Learning from a sector that is growing

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1264 - Human Resources and Sales internship, in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Human resources, Business
Extra benefits:	Salary of 200-300 €.

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:

- Assist HR and sales department
- To sustain and grow partnerships within schools
- Help with recruitment of the candidates and track their process
- Answering all emails and Skype calls
- Assist in students visa administrative processes
- Research possible prospective markets
- Follow up with candidates already placed and international Career Fair Events

Requirements:

- Fluent English and strong writing skills
- Internationally minded
- Available 5 to 12 months internships

Benefits:

- 300€ per month

Location:

Barcelona

556 - Bar internship in Seville, Spain

Location:	Sevilla, Spain
Languages:	Spanish (Beginner) and English (Intermediate)
Fields:	Business, Hospitality / Tourism

Description:

Our collaborator is a luxury hostel chain, based in Seville, Madrid and Barcelona. Reviewed by its loyal customers as an unique and friendly hostel because of their staff, service and modern atmosphere. They are customer oriented which is really important for them as well as customer care and guest relations. Their staff is fun and close, making the stay of the customers as enjoyable as possible.

Position: Bar Assistant

Tasks:

- Serve in the bar of the hostel.

Requirements:

- Fluent in English
- Spanish at least A2
- Min. 2 months internship.
- Unpaid internship
- 30h/week.