

9480 - Paid Front desk and Administration Internship in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Public Relations, Business, Reception / Reservations
Extra benefits:	Salary of 100-200 €.

Description:

Our partner is a bike rental shop in Barcelona, part of an international group based in the Netherlands, with more than 20 years on the market, offering a wide range of bike rental models (city, mountain, road, folding, electric, tandems) and added value services like guided bicycle tours, delivery and pick up service and bike rental stations in partner hotels in the city.

The shop is conveniently located in the old city centre, next to las Ramblas and the old harbour. The shop is open from Monday to Sunday and all through the year. The shop targets corporate or private customers coming in directly or through reservations taken either online or by phone (whatsapp).

Mission

To offer travellers visiting Barcelona the best possible touristic mobility experience in Barcelona.

TASKS

The intern will attend customers coming to the shop, provide information, procure rental contracts, process payments, hand and receive rental equipment. The student will follow up and update reservations, daily income spreadsheets, stock control and customer online reviews. The intern will be working under the supervision of the General Manager providing permanent feedback on the assigned tasks.

- Customer handling: providing general information to customers regarding reservations, bike availability, prices, rental conditions, guarantee deposit required, security tips, places to visit, etc.
- Rental contract procurement and rental equipment handling.
- Income and stock control.
- Customer requests follow up, reservations and online reviews

REQUIREMENTS

- Commercial, management and marketing skills.
- Customer handling
- Languages: fluent English (speaking, reading and writing) + good level of Spanish or any other European languages.
- Microsoft office, Google tools,
- Website SEO-SEM, Social media and Web reputation skills will be a plus

CONDITIONS

The shop can accommodate 2 trainees, working an average of 35 hours per week. Working schedules include weekends and holidays.

The working time can be organized by splitting the weekly hours into 3,5 full-time days, so that you can also have 3,5 off per week. 200€ per month remuneration.

Minimum duration: 3 months

9465 - Paid Event Management and Tourism internship in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Intermediate)
Fields:	Communication / Journalism, Events, Public Relations, Hospitality / Tourism, Arts, Marketing, Management, Customer service
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is an Art company whose CEO is originally from Germany. She has living in Spain for over 30 years and specializes in promoting the ancient art tradition of mosaic and the 'Trencadís' technique (inspired by Antonio Gaudí's mosaic art) while fostering creativity and communication. With more than 35 years of professional experience, she has come to understand that effective communication among team members is the key to a successful company. With their workshop, they have realized their dream and do what they are passionate about: combining art with teamwork. Their workshops teach groups and corporate teams the art of Mosaic and Trencadís, including the creation of company logos, all aimed at promoting motivation and teamwork. Furthermore, they offer specialized mosaic classes for both children and adults, encouraging them to express their creativity by crafting personalized mosaic decorations for homes or as gifts. The workshop also creates and sells a wide variety of decorative mosaic artworks.

Tasks

- Support in Marketing and Social Networks such as Facebook, Instagram, Google and others.
- Control of all reservations, off- and online bookings.
- Assistance and preparation of corporate events for companies and other group events, based on the trencadís mosaic.
- Support in mosaic workshops for international and national students, families and children.
- Learn to create mosaics in the style of Antonio Gaudí.

Requirements

- Tourism Sector, Events Organization, Languages, Handicrafts, Arts and crafts or related studies.
- English B2 level. Spanish is a big plus.
- French and German are a plus.
- Minimum 3 months. Availability ASAP.
- Reliable person, open-minded, communicative, teamplayer.
- Interest in arts and crafts in a plus.

Benefits

200-300€/month depending on the profile.

Schedule

37 hours per week.

Location

Barcelona.

9345 - Paid Content Creator Internship in Barcelona, Spain (English Speaker)

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business, Digital marketing, Marketing
Extra benefits:	Salary of 500-600 €.

Description:

Our collaborator are specialists in corporate communications. The A-team (Together Everyone Achieves More) is looking for a content creator for the UK market. Motivated and passionate about content, come and join us. Training will be provided by people.

TASKS:

- Point of contact for product & packs creation, correction, optimization, life cycle.
- Conduct regular semantic studies.
- Research topics relating to the sector.
- Create the content needed to successfully implement the company's editorial strategy.
- Interviewing industry professionals and incorporating their opinions into blog posts.
- Keeping site content up to date (refresh, internal linking, etc.)
- Promote content on social networks and track engagement (e.g. comments and shares)
- Measure web traffic to content (e.g. conversion and bounce rates)
- Translate content already created by other countries.

REQUIREMENTS:

- Know how to use content helper tools.
- Ability to quickly check long content
- Strong time management skills
- Solid knowledge of SEO
- Ability to communicate information.
- Advanced English level is required. An additional language is a plus
- Team spirit and the ability to work cross-functionally.
- Remaining attentive to market trends and product end-users.
- Excellent interpersonal skills

BENEFITS:

- Contract duration: Ideally 6 months or more
- Working hours (flexible): 40 hours per week - 9am to 6pm
- Salary: 500 euros per month

9307 - Paid Digital Marketing & Customer Management Internship in Sabadell, Barcelona (English Speaker)

Location:	Sabadell, Spain
Languages:	English (Advanced)
Fields:	Business, Digital marketing, Marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is an E-commerce company who sells and produces personalized home decor at a high standard of quality and sustainability using the latest technology. Their offices are located in Sabadell, Barcelona, Spain.

Their team consists of talented people from the decoration and e-commerce industry and their goal is to boost the decoration sector by giving the customers an opportunity to be in direct contact with the producers and create personalized and unique products for each customer.

Being a reference in their field in Spain, they are an international company. You would become a marketing assistant for your native country and around, experimenting a real process of internationalization and being a perfect opportunity for you to start your career!

Main Tasks:

- Digital Marketing tasks to breach into foreign markets with the following tools and strategies: SEO on Page and SEO off-page
- Social Media Management
- Customer Service and business development
- Market Research and Data Analysis

Requirements:

- Higher Education Undergraduate/ Postgraduate
- Desirable Attributes: Highly Motivated, International Ambitions, Any previous SEO/Marketing in E-commerce experience is a plus

Language Skills:

- English advanced level is required
- Spanish knowledge will be a plus

Education:

Sales, business, marketing, administration, advertising, communication

Benefits:

225€ / month

Schedule:

35 - 40 hrs/week

9210 - Front-desk Internship in a Student Residence in Madrid, Spain

Location:	Madrid, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Hospitality / Tourism, Reception / Reservations, Customer service
Extra benefits:	Includes accommodation. Meals

Description:

Our collaborator is a prestigious student residence in the heart of the Salamanca district in the centre of Madrid. They have a special area where you can prepare for exams alone or with a group of friends. Their facilities consist among others in a modern gym with high-tech machines, a training studio and a roof terrace and enjoy the views of the city.

Tasks:

- Facilitate the arrival and departure of students.
- Solve any doubts that may arise to students.
- Some back office tasks may be required.

Requirements:

- Tourism studies are desirable.
- Good level of English (at least B2).
- Good level of Spanish (at least B2).

Benefits: Accommodation (only if it's full-time) and meals included.

Conditions: You are able to do:

- *Part-time:*
 - Week working hours days: 7 PM - 11 PM (from Monday to Friday)
 - or
 - Weekends working hours: 8 AM - 4 PM or 9 AM - 5 PM (Saturday and Sunday)
- *Full-time:*
 - Week working hours days: 5 PM - 11 PM (Wednesday to Friday)
 - Weekends working hours: 8 AM - 4 PM or 9 AM - 5 PM (Saturday and Sunday)
 - You will have 2 days off on week days (Mondays and Tuesdays).

Location: Barrio de Chamberí, one of the safest and most pleasant neighborhoods in Madrid, Spain

8887 - Unpaid Digital Marketing & Customer Management Internship in Barcelona (English Speaker)

Location:	Barcelona, Spain
Languages:	Spanish (Beginner) and English (Advanced)
Fields:	Digital marketing, Marketing, Customer service

Description:

Our collaborator is a company specialized in web positioning with proven results and guaranteed SEO services.

Our collaborator originates from a team of entrepreneurial professionals who have achieved success in their businesses and have a perfect understanding of the business world. They have a specialized and passionate team in the field of digital innovation and web positioning, completely devoted to ensuring companies the highest possible visibility and consistent traffic.

TASKS:

- Record videos for social media.
- Digital Marketing tasks.
- Social Media Management
- Customer Service and business development

REQUIREMENTS:

- Higher Education.
- Desirable Attributes: Highly Motivated, Empatic, International Ambitions, Good manners.

Language Skills:

- English as a advanced standard
- Spanish knowledge will be a plus
- Catalan knowledge will be a plus.

BENEFITS:

Schedule:

20 hours/week. From 10:00 to 14:00h

8221 - Paid Audiovisual Revisor Internship in Seville, Spain

Location:	Seville, Spain
Languages:	English (Advanced)
Fields:	Communication / Journalism, Translator, Advertising, Languages, Film studies, Audiovisual
Extra benefits:	Salary of 200-400 €.

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 weekly
- Full-time, 40 hours weekly

Internship hours:

20 hours/week: 200€ monthly

40 hours/week: 400€ monthly

7594 - Event Coordinator Internship in Malta

Location:	Valetta, Malta
Languages:	English (Advanced)
Fields:	Events, Public Relations

Description:

You love to meet new people, to put a smile on their face, to help them to feel part of something! You are definitely a people's person, but you are also organized, clever, curious and interested in learning the event dynamics and its organization. Ultimately you are a doer, a multi-potential, flexible and with different interests, passions & skills! Sounds like you?

ABOUT THE COMPANY:

Our collaborator organizes many types of regular and special events for the international community in Malta since 2014! Their mission is helping people to connect, have fun and grow! We have a lot of energy, passion and dynamism, but at the same time they are also very organized, reliable, effective. They are an international and young team with an open mind and friendly attitude.

TASKS:

The internship encapsules 2 parts: the entire **events operations** and some selected **lateral projects**.

Event Operations:

- Setting up/closing down the material before/after the event.
- Greeting registering, cashing the guests.
- Befriending, introducing and matching our guests in social groups according to their criteria.
- Coordinating the social activities, games, karaoke, competitions, etc.
- Taking pictures, video and other content marketing material.
- Coordinate and solve issues with guests, venue, partners and other team members.
- Regular reporting and assessing.
- Collecting feedback through survey/questionnaires.
- Optional: train, manage support the new team members.

Lateral Projects (decided based on the company's needs as well as your skills & preferences):

- Admin: booking, accounting, scheduling meetings.
- Design/Editing: video making, edit pictures, create new templates (we use Canva).
- Marketing: content marketing management, social media, Meta Ads, Google Ads.
- Community Management: answering messages, emails, comments.
- Brand Ambassador: become one of the faces of our brand, act in front of camera.
- Expansion: plan new events and lead their execution.
- Systemization: suggest new policies, build processes, review guidelines.
- Sales: meet partners, find new collaborators.
- HR: screening CVs, having 1st interviews with new applicants.
- IT: updating the website, suggest improvements (we use WordPress and Elementor).

REQUIREMENTS:

- Outgoing, extroverted and energetic personality.
- Friendly, empathetic and customer service oriented.
- Good communication skills.
- Team player.
- Organized, reliable and effective.
- Proactive, assertive and problems solving approach.
- Ambitious, willing to learn and open to feedback.
- English level at least B2 preferably
- Any knowledge of any other language is a plus
- Any previous experience in a job with people interaction (face-to-face) is a plus.

CONDITIONS:

- Practical learning experience with the most successful international community in Malta since 2014.
- Growing environment; they give high trust, responsibility, key tasks and regular feedback to you.
- Engaging company's Mission, Vision & Values (for them work and passion are the same thing).
- Fun, friendly, young international working environment.
- They provide guidance for searching your accommodation.
- When on duty, most of the times, drinks and food are on discount price or free of charge.
- Discretionary monetary bonus (for top performances and key responsibilities).
- Opportunity to join all their popular events for free.