

**Job title:** Marketing/ Sales/ Administration/ HR/ IT internship

**Person requirements / qualification requirements:** Ungraduates or graduated students: Marketing, HR, Languages, IT, Tourism, Sales etc., good level of English, and other languages are welcome

**Application method:** please send your resume to Katarzyna Leśniak  
[katya@passnfly.com](mailto:katya@passnfly.com)

**Location(s):** Carrer Llull 51, 08005 Barcelona, Spain, **CIF B-65827826**

**Closing date or date to advertise until (exact date please):** 31.12.2016

**If the role is paid or unpaid:** negotiable (100-200 euros monthly)

**Company information:** Passnfly, Online Travelling, passnfly.com, Location(s): Carrer Llull 51, 08005 Barcelona, Spain, 15-20 employees, +34 933094869, katya@passnfly.com

**Tasks of the internship:**

**Internships offered within different areas of the company depending on the students' subjects of interest**

**1. Marketing or Sales:**

- Carrying out research within our industry
- Specific research on market competitors, potential products to cross sell and presenting them to the team.
- Working on marketing and operations projects
- Collaboration with the team to help achieve department and company goals.
- Testing the product – performance and bugs, suggesting improvements.
- Helping with product and business development
- Suggesting improvement to the product and presenting potential projects to move the company forward.
- Assisting meetings to gather an overall awareness of the company and how it operates
- Monthly team meetings (start of the month) and product development meetings (weekly)
- Customer support

**2. IT:**

- The Trainee will take responsibility of analytic tasks.

- Diagramming, technical documentation  
Elaboration of sub-tasks in the project.  
The Trainee will work in team but also independently.

### **3. HR:**

- Helping to schedule external operators' working hours
- Product improvement
- Preparing reports and documents for external operators
- Taking care of company's KPIs, system coverage

### **4. Administration**

- Assistant management and financial planning
- Preparation of reports for investors using XERO.com and Crunchboards.com
- Collecting documents necessary to sign the contract with employees and interns
- Preparing budgets for office equipment and supplies (monthly and weekly)

### **Skills to be acquired:**

Communication skills  
Awareness of business development  
Collaboration within a team  
Sales  
Marketing

### **Monitoring plan:**

Weekly and daily meetings, daily reports prepared by intern and sent to supervisor.