

952 - Growth position Internship in Sevilla, Spain

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	Business Administration , Communication / Journalism, Copywriting, International Business, Management, Marketing, Social Media and Tourism
Extra benefits:	Salary of 200-300€.

Description:

Our collaborator is a leading online booking platform dedicated to unique nature-based accommodations around the world. The headquarters of the company are located in Seville, Spain. Our partner is a multi-cultural, start up company which gives his customers an access to the nature and truly unique accommodation with the comforts one would find in a hotel.

Position 1: Growth Assistant**Tasks:**

- Analyzing different worldwide geographical areas
- Looking for potential clients
- Searching and creating new leads by planning and organizing daily work
- Gathering market and customer information
- Attending team meetings
- Being responsible for your own goals and tasks

Requirements:

- English at a native standard level
- Having knowledge of our current target markets
- Studies on tourism, business, psychology or social engineering
- Experience working with CRM
- Knowledge of computer keyboard shortcut keys
- Good level of English
- Proactive and creative
- Excel skills

Conditions:

40h/week
200€/monthly

562 - Procurement internship in Marbella Spain

Location:	Marbella, Spain
Languages:	English (Advanced)
Fields:	Business Administration , Economics/Finance, Finance and Logistics
Extra benefits:	Salary of 300-400€.

Description:

Company description Our collaborator a rapidly growing energy drink brand that reaches over 45 countries all over the globe and sponsors the world's top athletes. The company is looking for interns to join their international and hardworking team in their offices in Marbella, Spain.

Tasks:

- Following up on purchase procedures & reporting deviations
- Verifying that all purchasing procedures are followed on a continuous basis
- Ensuring that all of entries of daily stock are received and recorded
- Checking storage practice in regards to quantity, accuracy, orderliness, breakage and usage
- Sample tasting handling

Requirements:

- Excellent level of English. Polish, German, Arabic and Farsi would be a plus
- Senior level of studies
- Flexible and Dynamic personality
- Attention to detail
- Interpersonal communication and organizational skills
- Analytical and organizational skills

Working hours:

Monday- Friday 9.30am - 6.30pm with 1 hour lunch break

Location:

Marbella

Benefits:

350€/month

687 - HR and marketing assistant

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	Business Administration , Customer Relationship Management, Customer Service, Human resources and International Business

Description:

Spain Internship, located in Seville, 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

471 - Product assistant

Location:	Girona, Spain
Languages:	English (Advanced)
Fields:	Customer Relationship Management, Customer Service, International Business, Marketing, Public Relations and Sales
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 over 17 years. They are now searching for customer service and product assistant interns to join their international and innovative office in Girona, Spain.

Product assistant position:**Tasks:**

- Creation of products in our website through dumping an excel file
- Delete, resize and retouch pictures with Photoshop
- Create 3D videos for our pictures with Scancube 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 colour attributes in our textile products
- Create Excel files to update daily website stocks.

Requirements:

- Good level of English
- Spanish is a plus

Location:

Girona

Remuneration:

300€/month