

Paid 300€ Hospitality internship in a Resort in Lanzarote, Canary Island (Accommodation + meals provided)

Our colleague 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 close, making the stay of the customers as good as possible.

RECEPTION

- Check In / Check Out
- Receiving clients and all tasks related to it.
- Support and customer information at the reception.
- Perform procedures related to the occupation and sales rooms
- Custodian valuables and money deposited, safe hiring
- Billing and cashing, as well as foreign exchange
- Receive, process and direct customer complaints to appropriate services
- Deposit towels
- Provide information to customers about the island
- Answering reception's phone
- English or Spanish required

Availability: from July 2016

SPA

- Customer service, in person and by telephone, providing information of treatments, times, prices
- Reservation organization of the therapists
- Cashing Management
- Reception store cleaning
- Wardrobe cleaning at peak times
- Reception maintenance
- English or Spanish required

Availability: from June 2016

BAR

- Serving customers
- Serving breakfast, lunch and dinner
- Preparing drinks
- Bar service (the hotel offers an all-inclusive service) so also responsible for the beverage service, both day and night during the hotel working hours.
- English or Spanish required

KITCHEN

- Kitchen basics tasks under the supervision of the departure manager such as being the responsible for conducting the most basic cooking operations such as cutting food, food preparation, customer service, buffet replacing

Availability: 3 positions from April

Requirements: Minimum 3 months

Working hours: 40 hrs./week

Conditions: 300€ per month, accommodation + meals provided

If you are interested please apply by sending an e-mail to info@spain-internship.com

Paid 200€ Hostel Receptionist internship in Marbella, Spain

Our collaborator is the hostel located in sunny Marbella, Spain. Hostel has a perfect location and is near to the most of tourist attractions. Hostel offers well equipped and comfortable rooms ranging from double rooms to 4-bed dorms. Hostel has everything in order to guarantee a nice stay for the visitors and the staff. We are currently looking for 5 people who could fill the available positions:

Position: Receptionist

Tasks:

- Translation
- Customer Service
- Managing Bookings
- Supervising the cleaning

Requirements:

- Fluent in English and intermediate level of Spanish

Schedule:

Each staff member will work 40 hours per week

Minimum stay: 3 months

Benefits:

Accommodation in shared room, 200€ monthly

If you are interested please apply by sending an e-mail to info@spain-internship.com

Paid 150€ Reception internship in Madrid (accommodation included), Spain

Our collaborator is a modern and fun hostel located in the city center on Madrid. They are now looking for an outgoing and hardworking intern to work together with the reception team in order to show the hostel guests an amazing time in Madrid.

Tasks:

- Updating the status of available beds and rooms on the website
- Managing bookings
- Controlling the departures and farewells and welcoming guests
- Controlling identity documents
- Collection and removal of luggage
- Providing the guests information about hostel services and activities in Madrid
- Controlling the collection of luggage

Requirements:

- High knowledge of English and a good knowledge of Spanish, other languages are a plus
- Outgoing personality

Benefits:

- Accommodation in a dormitory with other staff members
- 150€/monthly
- Buffet breakfast
- Wi-Fi connection
- Access to the kitchen and laundry room
- Pub-crawls, parties, drinks at our bar and other fun activities

Working hours: 40h/week (8h/per day, 5 working days a week)

Availability: ASAP for minimum of 2 months

If you are interested, please contact us by e-mail at info@spain-internship.com

Paid Reception and Customer management Internship in Seville, Valencia, Barcelona and Granada, Spain (100€/month + accommodation and breakfast)

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 and Customer relationship management position:

Tasks:

As a Reception and Customer relationship management 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 working areas.

Main tasks

- Develop customer service policies and procedures
- Handle face- to- face enquiries from customer
- Checking guests in and out
- Basic concierge assistance
- Planning and organize group arrivals
- 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 group arrivals - Assisting the Front office with closing of account
- Answering all calls promptly in a courteous and efficient manner

Cocktail bar position:

Tasks:

- Making cocktails
- Serving the guests
- Tidying the bar area

Requirements:

- Fluent in English
- Able to provide a training agreement
- Open to work in different shifts Morning - Afternoon - Night, depending on the candidate.
- Some of the positions may require a certain level of Spanish.

Benefits:

The internship is paid 100 € a month + accommodation and breakfast. Internet is also provided as well as living expenses as water, electricity, etc.

If you are interested in this placement please contact us by e-mail: info@spain-internship.com

Paid Reception Internship in Lisboa (100€/month + accommodation and breakfast)

Our collaborator is a small hostel chain located at several cities in Spain and Portugal. They are very travel oriented and fun, aiming to be an original and unique experience for the guests. They care about their customers and the relationships with the guests. Their staff is closely knit and relaxed, making the stay of the customers as good an experience as possible. They are looking for an intern for a reception / customer relations placement.

Job description:

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 working 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 maximize 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 working day
- Assisting in the Front Office as required, especially with guests checking in and out

Requirements:

- Able to provide a training agreement
- Open to work in different shifts Morning - Afternoon - Night, depending on the candidate.
- Fluent in English
- Basic level of Portuguese

Benefits:

- The internship is paid 100 € a month + accommodation
- Internet is also provided as well as living expenses as water, electricity, etc.

If you are interested, you can send us an email to info@spain-internship.com

Paid Customer service internship in a hotel in Santiago de Compostela, Spain (100€/month + accommodation and breakfast)

Our collaborator is a hotel located in the heart of Santiago de Compostela. This business has been successful to create values for the customers by the advantage of location and offering a wide range of deals, promising to make them feel convenient and comfortable during their stay in this historic city. Are you looking for an opportunity to undergo fast-paced environment in Tourism field and flexible with the tasks to boost your interpersonal skills? If yes, it is definitely your chance!

Position: Customer Service internship

Interns are expected to be very flexible with assigned tasks, including:

- Check-in and check-out
- Directly interacting with customers, giving assistance, handling request from customer
- Receiving feedback and complaints
- Planning and organize group arrivals
- Administration tasks: booking, reservations, emails, calls, etc.
- Helping with arranging breakfast
- Helping other departments upon request

Requirements:

- Flexibility with tasks
- Being active and can-do attitude
- Fluency in English and intermediate level of Spanish

Benefits:

- Shared accommodation and breakfast during the internship
- 100€/month

Availability: as soon as possible, for at least 3 months

If you are interested in this internship, please send us your CV (including your photo and date of birth) to info@spain-internship.com

Paid customer relations management internship in Barcelona, Madrid and Valencia

Company description:

Our collaborator is a company that rents scooters on a short and long term basis in Spain's most touristic cities basically to everyone who wants to experience the city from a different perspective. Offices located in Barcelona, Ibiza, Formentera, Madrid, Valencia and many more cities the company has expanded widely in Spain.

Now they are looking for two interns to join their marketing department in Barcelona and assist them in the development of new markets and the customer relations, helping the customers during the buying process. The interns would be working in an international and dynamic environment, in the city center of Barcelona!

Customer service position:

- Customer service.
- Sales.
- Renting contracts management.
- Use the ESR of the company.
- Tourist information.

Requirements:

- English, Spanish, Other languages preferably.

Marketing + customer service position:

- Marketing department support.
- Sales.
- Customer Relationship Management
- Tourist information.
- Website posting management.
- Use the ESR of the company.
- Translations.

Requirements:

- Marketing or sales student
- Marketing or sales student, Spanish, English + other European language

Salary and other benefits: 200€ per month to help costs in living

Working hours: 40 hours per week

If you are interested in this placement please contact us by e-mail on:
info@spaininternship.com

Paid 75 €/month + Accommodation, Customer service, public relations, entertaining and events department in Barcelona

Our colleague is a young and modern hostel located in Barcelona city center area. Their philosophy is to offer their guest a unique experience during their stay. Guests at the hostel share a cozy chill-out lounge with TV, projector and videogames. Bar with food and drinks, a fully equipped communal kitchen, an spacious terrace, outdoor jacuzzi, unlimited internet use, and computers.

Tasks:

PR

- Welcoming guests and giving general information about the city.
- Helping reception and bar with their daily tasks (customer service).
- Promoting and informing the guests about daily/weekly activities.
- Creating and developing hostel events.
- Promoting the company in Social Media platforms.
- Taking our guests to special city events and festivals, organizing trips etc.

BAR

- Assisting with bar service
- Preparing drinks
- Serving customers

RECEPTION

- Assisting reception colleagues
- Giving guests all information about Hostel regulations, explaining Hostel facilities to arriving guests
- Checking guests in and out
- Helping customers

EVENTS & ENTERTAINING

- Arranging city tours and activities
- Guiding customers
- Planning events and happenings
- Providing information for tourists

Languages:

The candidates must speak a good level of English. Spanish and French is not a requirement but a communicative level would be an advantage (as any other language). The most important thing for them is to be very communicative and dynamic, outgoing and always in a happy mood.

Benefits:

- Free accommodation at the hostel shared with working colleagues
- You will get 75€/month as pocket money

If you are interested in this placement please contact us by e-mail: info@spain-internship.com

Receptionist and waiter internship in Seville, Madrid and Barcelona, Spain **(accommodation + breakfast + discounted meals)**

Our colleague 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.

Receptionist:

Tasks:

- Respond to customer requests such as check-in and check-out,
- Assisting in the Front Office as required providing information and customer service,
- Reservation management, sales management,
- Answering telephone and email inquiries,
- Support for group bookings,
- Contact suppliers,

Requirements:

- Fluent in English and Intermediate Spanish;
- Min. 3 months internship.

Waiter and waitress:

Tasks:

- Serve in the bar of the hostel.

Requirements:

- Fluent in English and Intermediate Spanish;
- Min. 2 months internship.

Benefits:

- Accommodation (shared room);
- Break fast.
- 50% discount on meals purchased in the hostel.

Schedule: 40h/week.

If you want to apply, send an e-mail to info@spain-internship.com

Internships in events and entertainment in Salou (Tarragona), Benidorm (Valencia), Spain (Accommodation Benidorm (Valencia), Spain Accommodation + food included)

Company description:

Our partner is a company that organizes animation activities, social entertainment and tourist activities, with a constantly creative approach. Currently they are looking for interns to work in their hotels in Salou. The intern will work alongside the entertainment team and support the event managers. The intern will have a tutor supervising them at all times.

Entertainment internship Tasks:

The intern will be supporting the entertainment team in the development of the following activities:

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

Other requirements:

The candidate should be a dynamic person, decisive and sympathize with children.

Salary and other benefits:

Accommodation and food will be provided

Working hours:

40 hours per week

If you are interested in this placement please contact us by e-mail: info@spain-internship.com

Reception / Marketing / Business Administration / Hospitality Hotel Internship (Accommodation + food included during working hours)

Our collaborator is a well-known designer hotel in the center of Sevilla. The hotel has a perfect location in the center of Seville in front of the Cathedral and a couple of minutes away from the shopping streets. Are the rooms are luxurious and fully equipped. The company is now looking for interns for different positions like the reception, marketing / communications, business administration, PR, reservations, kitchen, rooms division, maintenance and waiters. During this internship you will learn a lot of new skills about organization, responsibility and marketing. The working environment is also very international so you will be able to improve your language skills.

Placement: Different placements in one of the best 5* VIP design hotels in the whole of Spain

Location: Seville

Requirements: All the positions require fluent English. The other requirements are depending on the positioning, so for each position the requirements which are needed will be indicated.

Reception:

- Position requires Spanish language B2 level.
- Check guests in and out
- Basic concierge assistance
- Plan and organize group arrivals
- Assist in cash advances, exchange money, check guest folios
- Commercial information to customers

Marketing / Communication:

- Sales Kits
- DHL and normal mail
- Developing Markets
- Preparing business trips (brochures, business cards, appointments, hotel bookings)
- Travel Industry Programs
- Site Inspection Protocols
- Knowledge and assistance to important meeting
- Follow up calls
- Spanish B1

Reservations:

- 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

Public relations and customer care:

- Good level of Spanish
- Right kind of attitude

Journalism position:

- Studying journalism
- Good level of Spanish

Kitchen:

- Gastronomic restaurant
- Marina/ Seafood and casual dining
- Main Kitchen
- Off-site catering
- Pastry

Rooms division:

- This position requires Spanish language B1 level
- Executive Housekeeping and Front Office
- Manages the general operation of the Front Office e.g. Reception, Reservations, Concierge etc.
- Directly reporting to the General Manager or the Deputy Manager -Spot checking of hotel rooms to ensure standards
- Authorizing all leave schedules
- Ensuring control of expenditures as well as budgets set
- RDM attends weekly executive and sales meetings as well as the General Manager with Front Office and Housekeeping

Maintenance:

- Electrical accessory replacements and repair and wiring
- Air conditioners must also be cleaned or replaced regularly
- Complete daily rounds, checking on basic hotel accommodation and identifying and reporting any problems
- Overseeing the property grounds, public areas and maintenance must be performed to prevent breakdowns in hotel accommodation

Cocktail bar:

- Shaking cocktails
- Serving the guests

Graphic Design:

You should have studied graphic design for this position.

- UX/UI design
- Responsive design
- Designing newsletters and menus for restaurants

Accounting position:

- Accounting management
- Invoicing and collecting payments
- Following payments
- Problem solving

Benefits (for all the placements):

- Housing in the city Centre of Seville
- Meals
- Training day

Working hours:

40 hours per week

If you are interested, you can send us an email to info@spain-internship.com