

**Paid 400€/ month Sales support and Customer care internship  
in Barcelona, Spain**

**Company description**

Our collaborator is specialized in providing corporations with equipment for their telecommunication activities. They take great pride in the ongoing training of their employees, which results in excellent customer service. Currently they are active in multiple countries and are very motivated to grow even bigger. This is a perfect opportunity to experience e what it is like to work in an ambitious and efficient team in a fun but busy environment!

**Tasks**

- Inputting web orders
- Credit control
- Sales administration
- Handling customer returns
- Customer care; tracking parcels etc.

**Requirements**

- Good level of English
- Organized and motivated
- Enthusiastic
- Computer skills including Word and Excel
- A good team player

**Availability:** ASAP

**Working hours:** Monday to Friday 9.30am–6.30pm with one hour lunch break

**Benefits:** 400€ and an ongoing training

If you are interested please apply by sending an e-mail to [info@spain-internship.com](mailto:info@spain-internship.com)

## **PAID300€/ MONTH Sales internship in Madrid, Spain**

Our partner is a young business group that focuses strongly on the Research and Development in the field of marketing and communication. They are looking for active and dedicated interns to join their professional team in Sales Department for beauty products targeting both men and women. By being a part of this organization, you will have a precious opportunity to learn more about the most advanced techniques of sales and communication that they have implemented so far, not to mention practical experience in the industry of E-commerce.

### **Tasks:**

- Contact with clients (B2C), email answering, skype, phone calls, etc.
- Commercial support of every country
- Sales reports
- Sales control of ERP and online shop of the country
- Improvement proposals in order to boost sales in each country
- Telephone support B2B support and affiliation if necessary

### **Requirements:**

- They are looking for native candidates from Finland, Denmark, Norway, Netherlands, Poland and Czech Republic
- Spanish will be a plus
- Relevant study fields
- Strong communication and negotiation skills
- Prior experience is not compulsory but a plus

**Working hours:** 40 hrs/ week

**Remuneration:** 300€/month

**Availability:**from May 2016

If you are interested please apply by sending an e-mail to [info@spain-internship.com](mailto:info@spain-internship.com)

## **Paid 225 €/month Customer Management and marketing internship in Barcelona**

### **Company description:**

Our collaborator is an e-commerce business with offices located in Sabadell, Barcelona, Spain. Being a reference in their field in Spain, they are preparing their internationalization process.

You would become a marketing assistant for your native country; experience a real process of internationalization and being a perfect opportunity to start a career. They are a young team working in an innovative environment.

### **Main tasks:**

- Translations of products and documentation
- Marketing tasks to breach into foreign markets: research, proposing strategies.
- Marketing online
- Customer service management

### **Language skills:**

- French / Italian / English / German / Polish / Turkish / Portuguese / Dutch

### **Requirements:**

- Language requirements (at a native standard level)
- Higher education undergraduate
- Highly motivated
- International ambitions
- Any previous SEO / marketing in e-commerce experience is a plus.

### **Education:**

- sales
- business
- marketing
- administration
- advertising
- communication

**Remuneration:**The company is offering support in living costs with 225 euros.

**Availability:** From April 2016

If you are interested in this placement, contact us on: [info@spain-internship.com](mailto:info@spain-internship.com)

**Paid 225€/month Logistics and Graphic Design Internship  
in LlinarsdelVallés, Barcelona**

Our collaborator is an e-commerce company with offices located in LlinarsdelVallés, near Barcelona. They have customers all over Europe and a broad network which is maintained by a successful international team that keeps on increasing. Their team consists of a group of young professionals that work in an innovative environment, making this the perfect place for your internship! The company is looking for an active and professional student to join the team. You would be working in the Logistic Department. You would participate and manage the day to day activities, which will improve the company's results in the countries where they are present at the moment: Spain, Belgium, Italy, France, Germany, UK, Luxembourg, The Netherlands, Austria and Portugal.

**Position 1- Logistics assistant:**

**Tasks:**

- Check delivery notes and invoices
- Find wrong products on warehouse.
- Control customer order returns.
- Make carrier reclamations.
- Handle provider's reclamations.

**Requirements:**

- Proactive and effective candidate
- Spanish is a plus

**Position 2- Graphic design assistant:**

- Creation of graphic campaigns and banners
- Improved graphic identity of the group's stores
- Propose improvements in graphic style.

**Requirements:**

- Graphic design tools knowledge
- Advanced knowledge of Photoshop and Illustrator
- Proactive
- Able to work based on objectives
- Easy adaptation to change.

**Benefits:** 225€/ month.

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

## **225€/month paid pricing controller and IT internship in LlinarsdelVallés, Barcelona**

Our collaborator is an e-commerce company with offices located in LlinarsdelVallés, near Barcelona. They have customers all over Europe and a broad network which is maintained by a successful international team that keeps on increasing. Their team consists of a group of young professionals that work in an innovative environment, making this the perfect place for your internship!

The company is looking for an active and professional student to join the team. You would be working in the Logistic Department. You would participate and manage the day to day activities, which will improve the company's results in the countries where they are present at the moment: Spain, Belgium, Italy, France, Germany, UK, Luxembourg, The Netherlands, Austria and Portugal.

### **Position: Pricer and margin controller:**

#### **Tasks:**

- Control and determination of product prices
- Analysis of competitors' prices
- Search for business opportunities with overstock-products
- Relationship with trade partners to volume
- Contact with new suppliers

#### **Language skills:**

- Good level of English
- Spanish would be a plus

### **Position: IT**

#### **Tasks:**

- Programming
- MySQL
- JavaScript
- XML
- Web programming: HTML and PHP

#### **Remuneration:**

The company is offering support in living costs with 225euros.

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

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## **Paid 225€/month Customer Service and Product Assistant internships in Girona, Spain**

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.

### **Customer Service position**

#### **Tasks:**

- Customer service
- Call reception
- Ticket management CRM
- Answering questions about the orders' status
- Commercial and back office tasks
- Tracking the logistic situation of customers' order

#### **Requirements:**

- Good level of English
- One of these languages as a native language: German, French, Portuguese, English, Dutch, Japanese

### **Product Assistant positions**

#### **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 Scan cube 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 color attributes in our textile products
- Create Excel files to update daily website stocks.

#### **Requirements:**

- Good level of English
- Spanish is a plus

**Availability:** ASAP for minimum of 6 months

**Location:** Girona

**Remuneration:** 225€/ month

If you are interested in the vacancy please apply by sending an e-mail to [info@spain-internship.com](mailto:info@spain-internship.com)

## **Paid customer relations management, finance and graphic design 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

**Administration and Operations position:**

- Administration.
- Stock management.
- Logistics.
- Operations.

**Requirements:**

- English, Spanish (preferably)
- Excel knowledge.
- The length of the internship is minimum 3 months
- IT experience will be a plus (knowledge of any ERP system).

**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](mailto:info@spaininternship.com)

## **Paid 200€ Customer Service and Reservation assistant internships in Barcelona, Spain**

An international real estate agency is looking for interns in their customer relations department. Based in Barcelona, the beautiful capital of Catalunya, the company is characterized by professionalism and a good reputation, combining apartment rental with a wide variety of extra services, in order to make the customers' as comfortable stay as possible. Focused on customer satisfaction, their friendly team is delivering the best service, always wearing a smile. You will become a part of this team and help them in their everyday activity, while developing your professional and interpersonal skills and gaining hands on work experience.

### **CUSTOMER SERVICE POSITION:**

#### **Tasks:**

- Customer support via phone and email, in both English and Spanish
- Answering inquiries
- Coordination of other departments (check-in, maintenance, etc.)
- Different reports
- Coordination of transportation of guests from apartments to the airport and back

#### **Requirements:**

- High level of English and Spanish (written and spoken)
- Other languages are a plus
- Good communication skills
- High motivation and versatility
- Availability for minimum 3 months, 6 months is preferred
- Ability to get a training agreement from your university

**Starting date:** ASAP

**Working hours:** Monday-Friday, 36 hours per week

**Benefits:** 200 EUR/month

**RESERVATION ASSISTANT POSITION:**

**Tasks:**

- Taking care of the clients in the apartments
- Checking the apartments
- Reporting the possible problems of the apartments
- Invoicing

**Requirements:**

- High level of English
- Studies related to tourism
- Availability for 3-6 months

**Starting date:** ASAP

**Working hours:** Monday-Friday, 36 hours per week

**Benefits:** 200€/month

Interested? Send your CV and motivation letter to [info@spain-internship.com](mailto:info@spain-internship.com)

## **Paid 200€/month Marketing and Administration Internship in Barcelona, Spain**

We are having another internship opportunity with a new collaborator who specializes in providing real estate services. They would love to do an A-to-Z service including giving personal advice, offering renting and purchasing options or investment consulting in many languages. They aim at delivering more values than just an apartment. They are looking for a Marketing and Administration intern to develop and make the business run smoothly. If you feel like contributing to this successful company and gain experiences, do not hesitate!

### **Position: Marketing and Administration Internship**

#### **Tasks:**

- Contacting customers and collecting feed-backs
- Visiting and checking apartments
- Administrative tasks: emails, phones, bills, making transaction, etc.
- Developing and publishing advertisements

#### **Requirements:**

- Study background in Management, International Trade, Hospitality, Tourism, Sales
- A fluency in English and intermediate Spanish. French will be a plus

#### **Benefits:**

200€/month

#### **Availability:**

From June 2016

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

## **Paid 200€ Administration internship in Seville, Spain**

### **Company Description:**

Our collaborator is a familiar food factory that was founded in the Andalusian capital, Seville. Thanks of the application of new production techniques the company has managed to become one of the leading companies in the sector in Andalusia. Its philosophy is based on the quality, innovation and respect for the environment. Now the company is looking for an administrative student to join the team and to participate in the company development.

### **Position: Administrative internship**

#### **Tasks:**

- Administration tasks.
- Accounting.
- Invoicing.
- Customer service.

#### **Requirements:**

- Good Spanish level is required.
- Period of at least 4 months.

#### **Conditions:**

- Part-time job: 09:00am to 14:00pm (Monday to Friday).
- 200€ monthly.

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