

3862 - Human resources assistant

Location: Sevilla, Spain

Languages: English (Advanced)

Fields: Human resources, Business

Description:

Spain Internship 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

Benefits: Unpaid, possibility to apply Erasmus+ scholarship from your university

Internship hours:

38h/week, from Monday-Friday

Location:

Seville, Spain

3706 - Interior design internship in Marbella, Spain

Location:	Marbella, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Architecture, Interior design
Extra benefits:	Salary of 400-500 €.

Description:

Our collaborator is an interior design firm specialized in gardens and outdoor areas. They are a top firm located in Marbella, working for luxury companies and private customers.

Requirements

Interior design or architecture student
CAD software knowledge
1 at least of following softwares:

- 3D Studio
- Sketchup
- Photoshop
- Render It
- Revit

Language requirements: english intermediate.
Portfolio

Tasks

- Design of spaces and furniture with systems like Sketchup/Autocad
- Customer service in the showroom and systems demonstration
- Assistance with drawing plans and proposals for customers
- Organization and decoration of the showroom

350 € per month
Career plan
Option to become a real job after the internship

3492 - English - Marketing, photography and web assistant position in Algeciras, Spain

Location:	Algeciras, Spain
Languages:	English (Native) English
Fields:	Business, Digital marketing
Extra benefits:	Salary of 100-200 €.

Description:**Company description:**

Our collaborator is a company specialized in the selling of textiles and fashion footwear for men and women. It includes the latest trends in brands such as Adidas, Nike, Puma, Vans, Reebok, Asics, and New Balance. Based in the coastal city of Algeciras, the company is looking for someone to help them with their online shop.

Tasks:

The tasks are mainly related to the online store. These include:

- Managing product registrations
- Text translations
- Retouching/photo editing.

Language skills:

- Proficiency level of English
- Spanish basics would be considered as a plus

Requirements:

- Good command of computers
- Good command of Microsoft Office and Open Office
- Experience with Adobe Photoshop would be highly appreciated
- SEO skills

Internship hours:

- At least 3 months
- Internship hours: Monday to Friday, from 9 to 15

Benefits: 100€ /month

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To apply, please go to <http://apply.spain-internship.com/>. Please write your university and coordinator name when applying.

2783 - Reception, Public Relations and Events Internship in 5* Hotel and Spa Resort in Lanzarote

Location:	Lanzarote, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	
Extra benefits:	Salary of 400-500 €. Meals

Description:

Our collaborator is a high quality 5* Hotel Resort and Spa in Lanzarote (Canary Islands), which combines luxury with comfort and good service. Its location, facilities, and luxury service make this hotel one of the bests on the island!

They are offering to their interns the opportunity to gain invaluable experience, enjoyable working atmosphere with great team members and ability to meet people from all over the world!

Do you want to have a memorable experience that makes a before and an after in your professional development? Do not lose this opportunity!

Tasks:

- Management of tourist information in several languages.
- Reception management.
- Checking guests in and out.
- International phone reception.
- Services and schedule customers information.
- Customer service
- Coordinate all public relations activities
- Registration of groups within 24 hours after receiving the request.
- Follow up the group proposals
- In-house follow-up of the events, coordination with the rest of the departments
- Group billing follow-up: a review of the billing with the client and follow-up of the payment of the outstanding balance.
- Permanent updating of the database with the new contacts of CCI of agencies and companies obtained in Fairs, Visits to Agencies, Visits received in the hotel, etc. and consequent sending of information and promotional material of the hotel.
- Attend hotel visits of travel agents, event organizers, and clients for weddings and banquets.
- Keep updated the planning tables of events

Languages:

Good level of English

Good level of Spanish

At least B2 level in one of the following: German, Italian or French.

Conditions:

- Accommodation and meals.
- 300€ monthly.
- 40h/week.

Duration:

Minimum 3 months

Availability: February 2019