

**5117 - Front Office internship in a hostel right by the beach in Conil de la Frontera, Cadiz, Spain**

Location:	Cádiz , Spain
Languages:	English (Intermediate)
Fields:	Languages, Hospitality / Tourism
Extra benefits:	Includes accommodation.

**Description:**

Our collaborator is a hostel situated 100 meters from Conil de la Frontera beach, one of the most beautiful beaches in Spain. This hostel offers the perfect place to rest, enjoy the sea, good food, and water sports like Surfing, Kitesurfing, and Windsurfing. They aim to create a new place where everyone who loves these sports can meet and interact with each other. The hostel is only 5 km from El Palmar beach and La Fuente del Gallo, two of the main surfing spots and only 100 meters from the best spot to kitesurf and windsurf.

If you are interested in an exciting career in hospitality, this is your opportunity! Apply now!

**Tasks:**

- Check-in and check-out of clients
- Management of new reservations for new clients
- Billing of clients
- Phone call management
- Bar management
- Supervision of common areas and bedrooms
- Social network
- Organization of surf class and Kitesurf class

**Requirements:**

- Fluent in English
- German is a plus
- Able to provide a training agreement
- Open to work in different shifts Morning - Afternoon - Night

**Benefits:**

Accommodation with the other staff.  
200€ per month  
40 hours per week  
minimum of 3 months

**Location:**

Conil de la Frontera, Cadiz, Spain

## 5108 - Reception and Customer management Internship in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 100-200 €. Includes accommodation.

### Description:

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 / Customer relationship management

##### Tasks:

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

##### Requirements

- Fluent in English
- Intermediate Spanish
- Able to provide a training agreement
- Open to be available in different shifts Morning - Afternoon - Night, depending on the candidate.

##### Benefits

The internship is paid 100 € a month + Accommodation with the other staff and breakfast. Internet is also provided as well as living expenses as water, electricity, etc..

## 5058 - Customer relations in a touristic rentals company in Seville, Spain

Location:	Madrid, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 100-200 €.

### Description:

Our collaborator is an amazing touristic rentals company in Seville, the beautiful capital of Andalusia, in the south of Spain. They offer customized services for all their clients, from the booking management to the arrival of the guests. It is an excellent and innovative service for landlords who want to improve their bookings and benefits from their touristic apartments.

They are looking for someone who can join their team to be the main point of contact with their guests. Don't hesitate and apply now if you want to improve your skills in the hospitality and tourism field.

### Tasks

- Visit the apartments so you can evaluate them before renting
- Welcome the new guests in the apartment
- Manage the stay of the guests in the apartments
- Provide support for any incident or need that may arise and helping these incidents to be resolved in the most efficient way so that the client is as satisfied as possible
- Administrative tasks at the office: Chat (bot) tools.
- To be customer-oriented
- Offer additional services of the company
- Answer inquiries of the guests
- Problem-solving tasks

### Requirements

- English and Spanish, at least, at an intermediate level
- French is a plus
- Minimum 3 months
- Detail-oriented, emphatic and reassuring
- Sociable and polite
- To be capable of understanding the needs of the clients
- Communicative skills
- To be capable of making decisions quickly
- To be capable of working under pressure

### Benefits

- 200€ gross per month
- You will get "expertise" in handling the new tourist rental platforms such as Airbnb, Homeaway, Booking.com
- Pricing and Revenue: Knowledge of the variables to be considered in pricing.

### Location

Seville, capital of Andalusia

**5027 - Administration internship in an English Academy in Spain - 500€**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Intermediate)
<b>Fields:</b>	Human resources, Communication / Journalism, Public Relations, Languages, Economics / Finance, Business, Education / teaching, Digital marketing
<b>Extra benefits:</b>	Salary of +500 €.

**Description:**

Our collaborator is one of the top English Academies in Spain, with more than 20 years of experience in the field of Education. Currently, they have more than 50 centers all around Spain. They offer English classes for all ages and levels and they are official Trinity and TOEFL examination centers, and a Cambridge preparation center. The internship will be in two centers.

**Tasks:**

- Administrative tasks
- New registrations
- Customer services by phone, email,...
- Contact students
- Sales courses and Academy services

**Requirements:**

- Proficiency level of Spanish and intermediate level of English
- Studies related to education or the Spanish language or previous teaching experience
- Able to provide a training agreement from an educational institution (University, former University,...)

**Benefits:**

500€/month

**Internship hours:**

40hours/week (afternoon)

**Availability:**

ASAP

**Location:**

Hospitalet(Barcelona)

**5021 - Human resources assistant**

**Location:** Sevilla, Spain

**Languages:** English (Intermediate)

**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

**International relations**

- Arrange collaborations with universities
- 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:**

30h/week, from Monday-Thursday,  
2 shifts morning 8:00-14:30 and afternoon 13:30-20:00  
Friday 8:00-12:00 and 12:00-16:00

**Location:**  
Seville, Spain

**4100 - Customer service and social media internship in a surf club in Barcelona**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Intermediate)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €.

**Description:**

Our collaborator is a paddle surf school and club with two very clear objectives: promote the culture of the sea and help our clients to go far with stand up paddle and reach their goals.

They are looking for someone to join their office team in their offices in Barcelona center.

**Tasks**

- Engaging with customers in person, by phone, and via email
- Booking appointments, taking payments or dealing with general inquiries
- Completing and filing the necessary paperwork in a timely manner
- Manage social media of the company
- Editing content, photos with different software
- Assist in the creation of marketing materials
- Create and manage content on our website
- Other administrative duties as required ensuring high standards of quality for our customers

**Requirements**

- Education related to customer service, tourism or administration
- Interest in the surf world is a plus
- Interest/knowledge in social media, editing and image software
- English and Spanish fluent
- Minimum 3 months

**Benefits**

- Flexible schedule
- Possibility to participate in company classes and events
- Remuneration 250 € per month.
- 40 hours/week