

5093 - Spanish - Account Management and Social Media nternship in an awarded marketing agency in Barcelona

Location:	Barcelona, Spain
Languages:	Spanish (Native) and English (Advanced)
Fields:	Communication / Journalism, Advertising, Business, Digital marketing

Description:

Our collaborator is an award-winning company located in Barcelona, Spain. They help brands to create powerful content for social media and campaigns, developing business for the company or increasing the penetration in current markets. They work with brands across the travel, food and fashion fields. They are looking for an intern who can join their Account Management department

Tasks

- Hashtag and geotag optimization
- Help writing the monthly reports to analyze previous month and implement ideas for the next one
- Content audit to ensure the best content each month for all clients
- Weekly One on Ones with Business Operations Manager and Account Manager
- Assisting in caption writing for the client's monthly calendars
- Weekly meetings

Requirements

- High level of English and Spanish, spoken and written
- Minimum stay 3 months
- Communication or Marketing studies
- Daily availability
- Attention to detail
- Creative and proposing new ideas to reach client objectives
- Forward-thinking, positive, organized, numbers-savvy, eager to learn, flexible, effective communicator with
- Ability to present concepts in a coherent manner

Benefits

- Unpaid internship
- Possibility of being hired after the internship

5080 - Vendor Manager and Project Manager Assistant in a translation company in Girona, Spain

Location:	Girona, Spain
Languages:	Spanish (Advanced) and English (Advanced)
Fields:	Translator, Languages
Extra benefits:	Salary of 400-500 €.

Description:

Our collaborator is a quality accredited translation agency based in Girona, Spain. They are specializing in the translation of technical, scientific and business documentation. Their clients include multinational companies operating in sectors such as Engineering, Biotechnology, Pharmaceuticals, Marketing, Chemicals, and Manufacturing.

Their team consists of a young team of project managers and commercial managers so it is easy to make friends and integrate within the community! They are looking for a responsible, organized, dynamic individual who can work as part of a group as well as on its own.

Tasks:

The tasks to be performed by the trainee will include working with the Vendor Manager and the Project Managers. In the first case, the trainee will work with the company's translators database, in particular, finding new translators for specific translation and revision projects, reviewing the translators skills and competencies for particular jobs, contacting translators in order to carry out specific translation or revision tasks. In the second case, the trainee will carry out tasks relating to the managing of projects, including entering project data into our project management software, carrying out quality control tasks and revising translations we receive from our external translators. Later on during the traineeship period, the candidate will also manage partial or complete translation projects.

Tools to be used during the traineeship will include Plunet, SDL Studio and SDL GroupShare.

Qualifications and Skills required:

- Undergraduate
- Fluency in English and Spanish
- Well organized and can work as part of a team
- Placements for a minimum of 6 month period.
- Translation and languages student**

What you will gain from the placement?

- Working with an international team
- Enjoy the cultural experience of living and working in Spain

Benefits:

- Salary of 430€ (minus 2% Spanish tax, a legal requirement by Spanish Law)
- Working hours: 37.5
- Full training will be provided and they will assist with advice on finding suitable accommodation, etc.
- Monday till Thursday:9h- 14h and 15h-18h and Friday 9h-15:30h

5037 - Administration internship in an Academy in Spain - 500€ or accommodation + 200€

Location:	Sevilla, Spain
Languages:	Spanish (Advanced) and English (Intermediate)
Fields:	Languages, Economics / Finance, Business, Education / teaching
Extra benefits:	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:

- Public Relations for Language Programs
- To attend possible students/clients (information about classes and other programs of the company)
- Attend new students (level tests, registration forms, insert in activities, introduce the teacher ...)
- To attend students (Petitions, Complaints, Interests, Collections...) and teachers request (Needs, Organization...)
- Organize meetings/tutorials with students/parents to monitor student progress.
- Communication during the course with students
- Organization and coordination of events
- Official Exams: Assist in the coordination and organization of exams in the center (Saturdays, mainly Monday through Friday mornings).
- Relations and coordination with school staff and management.
- Opening and closing of the reception and the teachers' room
- Maintain an updated company program
- Creation and monitoring of class activities
- Communications by Gmail, Zoho CRM and MailChimp
- Maintain order and organization in the reception: Information, Level Tests; Progress Reports, various documents...
- Attend weekly meetings with the Team, monthly/quarterly with direction.
- To provide the necessary support to the Center Headmaster for example communication with teachers and students, printing monthly reports, modifying class schedules, follow-up calls, etc.

Requirements:

- Proficiency level of Spanish and intermediate level of English
- Patience as you will be spending time with children
- Able to provide a training agreement from an educational institution (University, former University,..)

Benefits:

500€/month or accommodation + 200€

Holiday: 2 weeks summer holiday + bank holiday

Internship hours:

40hours/week

Availability:

9 - 12 months

Location:

Dos Hermanas (Sevilla)

4965 - Human Resources Internship in a Tourism Company in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Human resources
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is a young and dynamic company working in the tourism industry in the city centre of Barcelona in Spain. They are currently looking for enthusiastic, creative and entrepreneurial souls with a Do-mentality to join their team.

Ready to rock the Human Resources department? Looking for an experience abroad?

Guess what? We have the ideal opportunity for you!

Tasks:

- Recruiting
- Taking care of the team
- Organizing special events
- Administrative tasks (dealing with contracts & forms, data management)

Requirements:

- Fluent English
- Minimum 3 months

Benefits:

- 300 Euros per month
- 40 hours per week
- 2 days off per month Monday to Sunday, with two days off per week that are not necessarily consecutive

4800 - Internship in Business , Marketing and Social Media, or Sales in Spain

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	Human resources, Communication / Journalism, Languages, Business, Digital marketing

Description:

Our collaborator is located in Barcelona and they are providing an online platform for international students to gain information during their period abroad. The students will be provided free information on internships, accommodation, events and city guides of the cities they are going to stay. This company is consistently attempting to offer best overseas experiences to students and they are looking for international trainees to help them with various departments. If you have skills in these fields as well as want to undergo a professional and friendly working environment, this is your opportunity!

1. Business Development and operation assistant

Tasks:

- Expansion of the company network in the national and international territory
- Contact with potential customers by telephone, e-mail or networking.
- Make presentations to clients.
- Prepares product or service reports by collecting and analyzing customer information.
- Ability to communicate clearly and professionally, both verbally and in writing.
- Following up with clients, inquires, doubts and complaints.
- Keep records of customer interactions and transactions..
- Assistance in the creation of a commercial strategy and its execution

2. Marketing and Social media

Tasks:

- Managing and updating Blogs, Social Networks and Web Company
- Participation in current and future marketing and campaigns strategies.
- Creating social media content (Facebook, Twitter, Google+ and LinkedIn)
- Initiate contact via social media
- Manage social media accounts
- Liaise with partners.
- We seek a curious and proactive person, pretty geek who likes to try new tools, constantly updated and passionate about new technologies.

3. Accounting and sales department

Tasks:

- Assist the Account Management and Sales team
- In charge of taken any incoming calls from clients
- Controlling parts of the CRM system and assisting with reporting.
- Reaching out and following up with certain clients.
- Different tasks, such as checking deals, sales invoicing etc.
- Assistance in the execution of sales objectives
- Helping with daily office management tasks.

Requirements

- Fluent in English
- Spanish and other languages are advantage
- Able to provide a training agreement (internship agreement from your school)
- Studies related to business and management

Minimum internship time is 3 months, though 5 months would be ideal

Benefits 250 €/month

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

4785 - 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

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