

## 3905 - Finance Internship in Seville, Spain

Location:	Sevilla, Spain
Languages:	English (Advanced)
Fields:	Economics / Finance
Extra benefits:	Salary of 400-500 €.

### Description:

Our collaborator is a high growth technology startup based in the city of Seville. The company has created an application that resolves in a fast, comfortable and safe way the procedures involved in the rental process of tourist accommodations.

Since its launch last March of 2018, the company has reached over 3,000 accommodations throughout Spain, helping managers to automate all the bureaucratic processes that must be performed during the check-in. They are now expanding in more countries.

Their team consists of young but experienced individuals always happy to help. Their departments are led by professional, creative, and passionate individuals, who work continually to improve their service and their technology and to adapt it to everyday needs.

They are looking for motivated interns who are currently enrolled in a University and they are currently on their last year of studies or master, or recently graduated with the possibility of obtaining a Training agreement from their former University. There is a possibility to offer a permanent job after the completion of the internship.

### Position: Finance Assistant

#### Tasks:

- Manage financial resources
- Prepare economic and financial reports for decision making, by analyzing the Financial Statements
- Control and monitoring of general accounting and taxation
- Preparation of the Annual Accounts.
- Responsible for the relationship with third parties: external auditors, administration, financial institutions, consultancies, etc.
- Analysis of reporting and metrics according to business projections.
- Knowledge in financial tools
- Preparation of balance sheets and financial reports
- Data analysis

#### Requirements:

- A person with analytical thinking and structured.
- Emphasis on productivity
- Be positive and passionate
- Ability to find the correct metric or KPI to analyze and optimize it.
- Be attracted to join a growing technology startup
- Minimum 6 months
- Studies related to economics or finance

#### Languages requested:

Advance level of English

#### Internship hours:

Monday to Friday  
35-40 hours

#### Remuneration:

300-500 euros per month depending on the profile  
Due to the fast company growth there is a possibility to obtain a permanent job after the completion of the internship.

## 3904 - Market Research Internship in Seville, Spain

Location:	Sevilla, Spain
Languages:	Spanish (Advanced) and English (Advanced)
Fields:	Business, Hospitality / Tourism, Digital marketing
Extra benefits:	Salary of 200-300 €.

### Description:

Our collaborator is a high growth technology startup based in the city of Seville. The company has created an application that resolves in a fast, comfortable and safe way the procedures involved in the rental process of tourist accommodations.

Since its launch last March of 2018, the company has reached over 3,000 accommodations throughout Spain, helping managers to automate all the bureaucratic processes that must be performed during the check-in. They are now expanding in more countries.

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They are looking for motivated interns who are currently enrolled in a University and they are currently on their last year of studies or master, or recently graduated with the possibility of obtaining a Training agreement from their former University. There is a possibility to offer a permanent job after the completion of the internship.

### Tasks:

- Create Databases
- Generate and classify leads
- Inbound and outbound marketing tasks
- Classification of sales opportunities
- Search of large accounts
- Market research
- Report to Sales Development Representative
- Occasionally visiting clients

### Requirements:

Fluent in English and Spanish (at least C1)  
Analytical skills  
Positive attitude  
Proactivity  
Motivation and approach to sale  
Good command of Excel  
Minimum 6 months  
Studies related to Marketing/ Business Administration/ Tourism  
Able to provide a training agreement

### Internship hours:

Monday to Friday  
20-25 hours  
Position can be as well full time

### Remuneration:

300 euros per month  
Can be higher depending on the profile  
Due to the fast company growth there is a possibility to obtain a permanent job after the completion of the internship.

## 3901 - Customer relations and administration in a touristic rentals organization in Seville, Spain

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

### Description:

Our collaborator is a touristic apartments and rentals organization based in Seville, Spain. Being a touristic organization in one of the main destinations in Spain, they receive and host customers from all over the world. They are preparing a business development plan so they would like to have candidates to support them during their growth and help with the customer relations.

### Tasks

Supporting the customer relations team (check ins - check outs) in office and in the apartments.  
Providing a perfect customer service to customers ensuring an excellent experience.  
Preparing product descriptions  
Supporting the business development team  
Creating social media content

### Requirements

Being outgoing and easygoing, enjoying talking to people and customer relations  
English advanced  
Spanish intermediate (B1 min.)  
Business or tourism studies  
Full time internship  
Minimum 5 months

### Benefits

250 € per month as a compensation  
Health and accidents insurance  
Training plan

## 3840 - Account management in a Luxury Villas & Travel company in Barcelona (B2B)

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

### Description:

Our collaborator company is specialised in vacation rentals with an existing presence in Asia. They are expanding their current team with an office in Barcelona and they are looking for proactive and enthusiastic interns for a very immersive, multi-tasking experience within their multi-lingual team.

### Tasks at the company:

- Continuous research for new booking partners and set up of agency agreement
- Plan, prepare and deliver regular email newsletter in multiple languages (EN, CN, RU) on a weekly basis
- Update management systems and other extranet with information as relevant
- Plan, prepare and deliver regular blog articles for some clients and or the company
- Coordinate with the membership team about the release of special offers, new properties
- Contribute to update our social media and marketing strategy to expand the online visibility of the brand and membership (management of such strategy will be dealt with separately)

### Requirements:

- Spoken and written English proficiency is a must
- Minimum 6 month, up to 12 month;
- Candidate must be autonomous, able to take on responsibility and able to work on several projects simultaneously
- Studies related to tourism or experience related to tourism management (real estate experience, experience in a tourism agency etc)

### Conditions:

- 300€ monthly for the first 3 months, 600€ after this period.
- Location in a co-working space in Barcelona

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

## 3271 - Marketing internship

Location:	The Canary Islands, Spain
Languages:	Spanish (Beginner) and English (Advanced)
Fields:	Business, Hospitality / Tourism, Digital marketing
Extra benefits:	Salary of 200-300 €. Includes accommodation. Meals

### Description:

Our collaborator 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 diligent, making the stay of the customers the best possible.

### Positions

#### MARKETING-COMMERCIAL

- Preferably with German and English, at least basic level of one of the two and other advanced.
- Marketing assistant for social media maintenance and all the communications tools of the hotel,
- Answering hotel information, assistance in closing contracts, tour operators, and basic administrative tasks.

### Requirements:

- Minimum 5-6 months stay
- Liability and health insurance

### Internship hours:

40 hrs / week

### Conditions:

- 300€ per month
- Accommodation + meals provided