

Paid customer relationship 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

Finance position:

- Accounting management
- Invoicing and collecting payments
- Following payments
- Problem solving
- Sales and customer service

Requirements:

- Business student

- Spanish speaker

Desk Top Publisher / Graphical designer position:

- Implementing our new design and text into documents made with Indesign, Illustrator and Photoshop.

You will be working at the marketing department, located next to the harbour of Barcelona.

You will be assisted by the Graphical designer and the Marketing manager, but we expect you to also have enough initiative to work on your own.

Next to the normal daily activities there is time to work on your study assignments.

Requirements:

- English, Spanish, Other languages preferably

- Experience in Photoshop, Illustrator and Indesign. Preferably also in online marketing.

Administration and Operations position:

- Administration.

- Stock management.

- Logistics.

- Operations.

Requirements:

- English, Spanish (preferably)
- 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 in living costs

Working hours:

40 hours per week

If you are interested in this placement please contact us by e-mail on:

info@spain-internship.com