

5323 - Administration internship in a restaurant chain in Madrid

Location:	Madrid, Spain
Languages:	Spanish (Advanced)
Fields:	Business
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is restaurant chain founded in 2008. Today, they have 8 restaurants in Madrid, in the most emblematic districts of the city. They like to be part of the "HIGH LOW" concept because their vocation is to maintain a high quality product, a very careful environment, excellent locations and a fair price. They are committed to finding the best raw materials and betting on authenticity. They believe in excellence and responsibility. In sustainability as a generator of security and well-being. They believe in effort, humility and passion at work. They also claim the value of the smile as the greatest virtue of their team.

Tasks

- Printing and laminating of menus
- Recipe printing
- Archiving and documentation control
- Other administrative tasks

Requirements:

- High level of Spanish
- Minimum 4 months

Benefits

- 300€ gross/month

5322 - Marketing and communication internship in a restaurant chain in Madrid

Location:	Madrid, Spain
Languages:	Spanish (Advanced)
Fields:	Communication / Journalism, Digital marketing
Extra benefits:	Salary of 200-300 €.

Description:

Our collaborator is restaurant chain founded in 2008. Today, they have 8 restaurants in Madrid, in the most emblematic districts of the city. They like to be part of the "HIGH LOW" concept because their vocation is to maintain a high quality product, a very careful environment, excellent locations and a fair price. They are committed to finding the best raw materials and betting on authenticity. They believe in excellence and responsibility. In sustainability as a generator of security and well-being. They believe in effort, humility and passion at work. They also claim the value of the smile as the greatest virtue of their team.

Tasks

- Manage social media content
- Create content for social media
- Post scheduling via hootsuite or onypult, leadpages on Facebook
- Graphic design tasks
- Use Canva

Requirements:

- High level of written Spanish
- Minimum 4 months
- Written communication skills
- Knowledge of social network monitoring tools
- Advanced handling of Word Press, basic notions of html
- Canva knowledge

Benefits

- 300€ gross/month

5312 - Front desk and Back office assistant in Alicante, Spain

Location:	Alicante, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Languages, Business, Hospitality / Tourism
Extra benefits:	Spanish course + special price for accommodation

Description:

Our collaborator is a language school, specialized in Spanish for foreigners, with schools in Alicante, Barcelona, Granada, and Madrid. It provides to its customers a high qualified staff and performance equipment and had been accredited by the "Instituto Cervantes" for its schools in Alicante and Granada. Its goal is to combine teaching the Spanish language and culture with fulfilling your holiday expectations. In addition to its many free time events, it will also show you the Spanish way of life.

Tasks

As a front desk and back office assistant, you will deliver friendly, efficient customer service and create a warm and welcoming atmosphere for all of our students, with the key aim of retaining and attracting new customers.

- Deliver excellent customer service, at all times.
- Be involved and contribute to team meetings.
- Assist in keeping the School reception clean and tidy, at all times.
- Always adhere to all company policies and procedures and licensing laws.

- Maintain personal knowledge by completing in-house training and workbooks.
- Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
- Fulfill all reasonable requests from students to ensure their comfort, satisfaction, and safety.
- Report any maintenance issues immediately, including all furniture, fittings, and equipment.
- Provide reports, as required, for housekeepers and management.
- Carry out instructions given by the management team and head office.
- Be helpful and go out of your way to help our students.
- Be friendly, smiley, sociable and welcoming to our students, to create a great atmosphere.
- Remain calm, patient and polite, if receiving students' feedback.

Requirements

- Spanish at least intermediate
- English intermediate
- Minimum 3 months
- Open to work in different shifts, morning - afternoon (could include Saturdays) 6 hours per day.
- Detail-oriented and collaborative team player and possess strong time and self-management skills.
- Excellent organizational skills with a strong commitment to quality, accuracy and on-time delivery.

Benefits

- Spanish course
- Special price for accommodation

Location

Alicante

5277 - Food and Beverage Internship in Mallorca, Spain

Location:	Mallorca, Spain
Languages:	English (Advanced)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 200-300 €. Includes accommodation. meals, uniform

Description:

Our collaborator is a 4* Hotel in Mallorca. This exclusive Hotel provides its customers with a stay filled with peace, wellbeing, nature, and sport. The hotel is situated in Font de Sa Cala, surrounded by a natural environment along the shores of the Mediterranean sea. This is a perfect destination to enjoy an extraordinary holiday.

Tasks:

- Preparation of place – setting tables, stocking service areas, etc.;
- Tidying and cleaning restaurant and service areas during and at the end of the shift
- Pro-actively assisting guests with their wine selection, open the wine bottle and serve
- Control of clients: greet them, ask for their room number and last name and check if they are included in the food service of that moment.

Requirements:

Fluent English
Minimum duration of 3 months

Benefits:

300 euros per month
Shared Accommodation
All meals
Uniform

Schedule:

40 hours per week
Monday till Sunday with 2 days off per week

5248 - Restaurant Customer Services Assistant Internship in a Mexican Restaurant in Benalmadena Pier (Málaga)

Location:	Malaga, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Languages, Business, Hospitality / Tourism, Kitchen / Cook
Extra benefits:	Salary of +500 €.

Description:

Our collaborator is one of the best Mexican Restaurants in Benalmadena Pier (Málaga).

This restaurant offers a kind service for its guests and takes care for all the details. It is undoubtedly a great place to learn to work with the highest quality standards. Working in the bar, like in many other places, requires proper knowledge, but above all—passion and experience.

The main tasks will be:

- Prepare drinks, cocktails, etc of the standard set by your tutor
- Maintain work area and guest area clean and tidy
- Table services at restaurant and snack
- Follow the indications of the maitre /head waiters in all of their duties
- Other position related tasks

Requirements:

English advance and Spanish intermediate
Duration from March/April until October

Conditions:

40 hours per week
Rotative and split schedule
1.5 days off per week

Remuneration:

650 euros net per month

Location:

Benalmadena

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5197 - Reception and F&B Assistant in a hostel in Granada, Spain

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

Description:

Our collaborator is a Hostel located in the historic Albaicin neighborhood, in a restored 17th-century Andalusian building next to the Alhambra. 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 their customers as good as possible.

As a Reception (60%) and Food and Beverage assistant (40%), you will have to get involved in many different tasks, whilst remaining positive and keeping a smile on your face when dealing with customers. We really believe that this will be a really good experience to get to know the different hostel working areas.

Main tasks:

- Assist with the preparation of Breakfast during the morning
- Tidying breakfast area
- Checking guests in and out
- Handle face-to-face inquiries from customers
- Answering all of the calls promptly in a courteous and efficient manner
- Basic concierge assistance
- Planning and organizing group arrivals
- Day to day processing and input of group reservations while following hotel reservations policy
- Maintaining a positive selling approach to maximize yield in both occupancy and rates
- Liaising with other departments to prepare for group arrivals
- Assisting the Front office with closing accounts

Requirements:

- Fluent in English and at least A2 Spanish
- Able to provide a training agreement

Schedule:

Monday till Sunday, 2 days off per week

Two different shifts: 8-16, 16-24

2 days per week assisting with the breakfast preparation from 8-12 and then with Reception and Customer Management tasks

3 days per week only Reception and Customer Management tasks

Benefits:

- 100€ net per month
- Accommodation is provided in a shared flat (mix gender flat). Students need to share a room (max 3 people in a room, only girls or only guys)
- Breakfast.
- Internet is also provided as well as living expenses as water, electricity, etc..

5176 - Reception and Customer management Internship in an Hotel in Valencia

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

Description:

Our collaborator is a Hotel located just a few meters from the famous Turia Garden, the city of Arts and Sciences and many other places in the city center of Valencia. It has all the facilities and services, such as comfortable rooms, common areas, and cafeteria. So are you looking for an internship in the field of Tourism with many different tasks that can boost your interpersonal skills? If yes, it is definitely your chance!

Reception and Customer relationship management position:

Tasks:

As a Reception and Customer relationship management member of a hotel, you will have to get involved in many different tasks, whilst remaining positive and keeping a smile on 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

- Develop customer service policies and procedures
- Handle face-to-face enquiries from customers
- Checking guests in and out
- Basic concierge assistance
- Planning and organizing group arrivals
- 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 accounts
- Answering all of the calls promptly in a courteous and efficient manner

Requirements

- Fluent in English
- Able to provide a training agreement
- Open to operate in different shifts Morning, Afternoon, Night, depending on the candidate.
- Some of the positions may require a certain level of Spanish.

Benefits

The internship is paid 100 € a month + Accommodation with the other staff.

Location

Valencia

5149 - Tourism and management internship in the hospitality industry

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

Description:

MANAGEMENT / TOURISM / MARKETING FOR HOSPITALITY&TOURISM

Our collaborator is a vacation apartment and short-term rental agency in Barcelona, Spain.

Since January, they are "student rooms" rental agency as well. The company's young and dynamic team has experience working and is willing to share expertise with the upcoming workforce.

TASKS

- Promotion of products, E-Marketing, Social Media
- Responsible of check-in / check-out functions
- Taking care of the coordination of the apartments set up / Maintenance
- Taking care of students visit (student rooms to rent)
- Managing /helping guests with their requires
- Engaging with clients on the telephone / Selling Customer services (Shuttle, Food Pack, ..)
- Dealing with incoming email.

Conditions

Minimum 3 months

Financial support 300€/month

Able to work in different shifts (morning. evenings...)

Requirements

Good sense of responsibilities, independent and organized.

Efficient communication.

Open-minded, flexible and involved.

The intern is expected to innovate and develop new services for our guests.

English spoken + Basic level of Spanish and any other language will be an advantage.

Working knowledge of Microsoft Windows application.

University students in Marketing / Tourism Management / Administration / Management

5075 - Restaurant Assistant (Food and Beverage) Internship in a 4* Hotel in the beautiful island of Lanzarote, Canary Islands

Location:	Lanzarote, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 200-300 €. Includes accommodation.

Description:

Our collaborator is a 4* Hotel located on the beautiful island of Lanzarote, 1km away from the Aquapark Costa Teguse and a few minutes away from the most beautiful beaches of the island.

They are currently looking for passionate and motivated students, interested in an exciting career in the field of hospitality and to gain practical experience while developing their skills with leaders in the field.

With the highly evolving dynamics of this field, an internship will give you the necessary experience to start your international career.

Are you dynamic and energetic? Don't lose this opportunity! Apply now!

RESTAURANT (FOOD AND BEVERAGE ASSISTANT) POSITION

An enjoyable, memorable guest experience is in your hands from start to finish.

Your tasks will include:

- Preparation of place – setting tables, stocking service areas, etc.;
- Pro-actively assisting guests with their drink and dinner choices during lunch and dinner, taking in account dietary needs and communicating these properly to the kitchen;
- Taking orders in a timely manner;
- Preparation of drinks such as coffee's and cocktails etc.;
- Tidying and cleaning restaurant and service areas during and at the end of the shift

Requirements:

- Minimum duration of 3 months
- Advance level of English
- Customer-oriented

Benefits:

- 300 euros per month
- Accommodation
- Meals
- 40 hours per week

5057 - Spa Reception internship in a 4* luxurious Hotel in Lanzarote, Canary Islands, Spain

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

Description:

Our collaborator is a 4* star high-quality Hotel Resort and SPA in a luxurious setting in Lanzarote, in the Canary Island, Spain. This elegant and stylish hotel looks down on the yacht-filled, picturesque marina. The infinity pool stretches out overlooking the palm-filled gardens

They are currently looking for passionate and motivated students, interested in an exciting career in the field of hospitality and to gain practical experience while developing their skills with leaders in the field.

With the highly evolving dynamics of this field, an internship will give you the necessary experience to start your international career.

Are you dynamic and energetic? Don't lose this opportunity! Apply now!

POSITION: SPA RECEPTION

Tasks

- Customer service, in person and by telephone, providing information about treatments, times, prices ...
- Reservation organization of the therapists
- Cashing Management
- Reception store cleaning
- Wardrobe cleaning at peak times
- Reception maintenance

Requirements:

- Minimum 3 months stay
- Liability and health insurance
- English or Spanish intermediate required

Internship hours:

40 hrs/week

Conditions:

- 300€ per month
- Accommodation (same gender, double or triple room)
- All meals

4930 - Marketing internship in a 4* luxurious Hotel in Lanzarote, Canary Islands, Spain

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

Description:

Our collaborator is a 4* star high-quality Hotel Resort and SPA in a luxurious setting in Lanzarote, in the Canary Island, Spain. This elegant and stylish hotel looks down on the yacht-filled, picturesque marina. The infinity pool stretches out overlooking the palm-filled gardens

They are currently looking for passionate and motivated students, interested in an exciting career in the field of hospitality and to gain practical experience in marketing while developing their skills with leaders in the field.

With the highly evolving dynamics of this field, an internship will give you the necessary experience to start your international career.

Are you dynamic and energetic? Don't lose this opportunity! Apply now!

Position:

- Social Media Marketing for the maintenance of the social media networks of the Hotel and other communications tools of the hotel
- Answering hotel information
- Assisting in closing contracts
- Administrating tour operators
- Basic administrative tasks.

Requirements:

- Minimum 6 months
- Advanced English and intermediate Spanish required

Internship hours:

40 hrs/week

Different shifts

Conditions:

- 300€ per month
- Shared accommodation (same gender, 2 people in each room)

4915 - Entertainment Internship on the Spanish Coast 2020 - Accommodation + meals + 100 euros/month

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

Description:

Inspired by a commitment to excellence, our collaborator is a famous hotel chain currently looking for motivated individuals to join their animation team, helping them with different animation activities, social events, and other touristic activities! The mission of their team is to create unforgettable memories for their guests with a constant creative approach.

You will closely collaborate with the entertainment team and support the event managers.

They need lively entertainers with loads of energy and a great team spirit for this position; you don't need to have experience to apply for this position but you definitely need to be an active and friendly person.

If you like interacting with people of all ages and being on stage then this is your big chance!

Tasks

- **Sports activities:** you will be participating in sports activities like football, volleyball, or swimming competitions.
- **Recreational activities:** your outgoing personality will encourage our guests to participate in activities like dancing, crafts, games and a lot more! You will also perform in some shows with the animation team.
- **Public Relations and cultural activities:** One of your tasks will also be taking responsibility for cultural activities (1 - 2 hrs/week).
- **Supporting the entertainment department:** teamwork is a must. As part of the entertainment department, you will be collaborating with your colleagues and helping them with their daily tasks.

Requirements:

- Fluent English
- Preferably with knowledge of other languages like Spanish, French or Russian
- The candidate should be a dynamic and decisive person
- Capacity to relate to different age groups, children and adults alike
- The candidate must be available for at least 3 months
- Able to do a split-schedule and/or rotative schedule

Benefits:

- 100 euros + accommodation + food
- Accommodation in shared single-sex rooms with other members of the animation team
- The company will provide a uniform

Locations:

Different locations on the beautiful Spanish coasts (Malaga, Salou , Benidorm, Girona)

Be determined during the interview with the company manager

Internship hours:

40 hours weekly, with 1.5 days off per week

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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4344 - Reception, Public Relations and Events Internship in 5* Hotel and Spa Resort in Lanzarote

Location:	Lanzarote, Spain
Languages:	Spanish (Intermediate) and English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 200-300 €. Includes accommodation. 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: October 2019

4285 - Paid 150 € Reception position in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 100-200 €.

Description:

Our collaborator is a modern hostel located in the centre of Barcelona, close to the sea and all the nightlife spots. The staff wants to make the stay of the customers as good as possible. The company is now looking for motivated students to join their team. During this internship you will learn a lot of new skills about organization and responsibility.

Position: Receptionist

Tasks:

- Customer service
- Check in & check out
- Helping customers
- Administrative work (check & create reservations, e-mails contact to customers)
- Marketing (Social Media, communicate with guests, recommending places to eat)
- Accounting (review invoices and Visas)

Requirements:

- Fluent English
- Open to work in different shifts Morning - Afternoon - Night, depending on the candidate
- Able to provide a training agreement
- Communicative person

Conditions:

- 150 €/month
- Location: Barcelona
- Full time position
- Minimum of 2 months

4263 - Bar and Restaurant internship in 5* Hotel and Spa Resort in Lanzarote

Location:	Lanzarote, Spain
Languages:	English (Intermediate)
Fields:	Hospitality / Tourism
Extra benefits:	Salary of 400-500 €. Includes accommodation. 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 in the island!

They are offering to their interns the opportunity to gain invaluable experience, enjoyable working atmosphere with great team members and the ity 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!

Bar position:

Tasks:

- Serving customers
- Serving breakfast, lunch, and dinner
- Preparing drinks

Conditions:

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

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4251 - Social media and business administration in Barcelona, Spain

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

Description:

Our collaborator is a touristic related services company in Barcelona, which is now expanding to other major cities across Europe. They are a dynamic, creative and supportive team working together in a start up environment. Ideally you will have existing sales experience, but the main priority is having the right attitude as they provide thorough training. Energy is key – upbeat, enthusiastic and driven individuals.

Tasks

- Handling social media channels.
- Providing support in the office to the managers, helping with the business tasks
- Customer service, invoicing, channels, business development...)

REQUIREMENTS:

- Excellent communication skills
- English and Spanish
- Is incredibly organised – efficiency is key
- Is a natural talker
- Is smart, accurate and reliable
- Is confident speaking to potential clients
- Is excited about using new technology to transform an industry

BENEFITS:

350 € per month

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

Location:	Barcelona, Spain
Languages:	Spanish (Advanced) and English (Intermediate)
Fields:	Business, Hospitality / Tourism
Extra benefits:	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

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