

## 5057 - SPA Reception internship

<b>Location:</b>	The Canary Islands, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	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.

### 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 + meals provided

## 5041 - Reception internship, Malaga

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

### Description:

Our collaborator is a leisure travel company from Málaga, letting out the best holiday flats in metropolitan Málaga and Torremolinos. With over 60 fully furnished and equipped flats, they are currently looking for people to join their team.

#### Reception internship

##### Main tasks:

Customer Support.  
Welcome to clients, check-in/ checkout.  
Accompany clients to their apartments.

#### Requirements:

Essential command of the English language and an intermediate level of Spanish  
A third language is recommended, although not necessary.  
Minimum 4 months  
40h/week

#### Benefit:

300€ monthly

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

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

<b>Location:</b>	Sevilla, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Intermediate)
<b>Fields:</b>	Languages, Economics / Finance, Business, Education / teaching
<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:**

- 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)

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

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Intermediate)
<b>Fields:</b>	Languages, Economics / Finance, Business, Education / teaching
<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

**Availability:**

January 2020

**Location:**

Hospitalet(Barcelona)

**5026 - Tourism and customer relations internship in London, UK.**

<b>Location:</b>	London, United Kingdom
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Languages, Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of +500 €. 600 pounds per month remuneration.

**Description:**

Our collaborator is a tour operator dedicated only to Cuba was established in 2003. This tour operator is promoting Cuba to the UK and other English speaking countries, Russia, Brazil, France, Turkey, Malaysia, Croatia and many more. We have experience of having internship students in our company for the last several years. This gives to students a brilliant opportunity to get real experience in the travel industry! The internship would be ideal for a dynamic, enthusiastic person with great attention to detail and the ability to learn fast.

**Tourism and customer relations internship in London, UK**

The trainee will get the opportunity to learn from practical experience the basics of handling travel reservations, administration, bookkeeping, one-to-one sales techniques& online marketing.

o Week 1. General orientation. Basic ITC, office administration & operations management

o Weeks 2 to 13. Company sales of flights, tourist cards, hotels, private homestays, tours and holiday packages.

o Weeks 14 to 26. Training a new incoming intern in the above, and taking on more advanced roles in sales & marketing

**Main tasks:**

- responsible for all financial transactions on a file and balancing that file when completed.
- adding invoices and purchase orders to QuickBooks.
- processing tourist cards orders
- entering hotels, sales information
- more familiarisation with hotels by making translations
- selling Cuban travel products to international customers
- cooperate closely with main hotel/services suppliers in Cuba (more than 200)
- follow an inquiry through to a booking: (sending out the information, preparing a quote and itinerary, follow up calls to assess if clients needs are being met, holding options, obtaining deposits/payments and processing them)
- provide an efficient service to clients on booking: (sending vouchers, advising on tourist cards) o use Bizloco CRS to create and maintain client files and record all details of bookings.

**Requirements:**

- 5 months (flexible).
- Good level of English ( additional language is a plus but not a requirement).
- Candidates from the Tourism area preferably or with interest in the travel industry. (If they have previous experience we have interest in someone with a background in Sales & Customer Service.)

**Conditions:**

- 600€/months for accommodation and transportation costs
- Full time (35 hrs/week).

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**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

**5020 - Teaching English in an Academy in Spain - 20 hrs/500€**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Languages, Education / teaching
<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. This internship program is particularly beneficial to those applicants who are interested in obtaining professional development experience in education under the supervision of experienced professionals in the field. Interns will have ample opportunity to teach, develop lesson plans, and evaluate student performance, and will, in turn, receive feedback on their teaching.

**Tasks:**

- Assisting classes for optimal results
- Aiding students with aspects such as pronunciation and grammar
- Enriching the students' knowledge in the English culture and values
- Facilitating activities such as group tasks

**Requirements:**

- Proficiency level of English and B2 Spanish
- 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:**

21hours/week (afternoon shifts)

**Availability:**

January 2020

**Location:**

Hospitalet(Barcelona)

## 5004 - Administration Internship in Madrid, Spain

Location:	Madrid, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Human resources, Languages, Social Sciences, Business
Extra benefits:	Salary of +500 €.

### Description:

Our collaborator is a crane company focusing on the installation of Wind Turbines worldwide. Their knowledge is centered on taking care of heavy loads as a preferred global and major player within cranes, man lifts, and transport solutions.

Their headquarters are located in both Spain and Denmark and they are currently looking for motivated students to join their team in Madrid, Spain.

#### Tasks:

##### Sales

- Fill in the offer templates to new quotations
- Map all offers and respective status

##### HR

- Fill in time sheets of blue collars
- Verify and store expense notes
- Control documentation validity of all equipment

##### HSE

- Control documentation validity of all employees
- Order working clothes and EPI's within the Group shop
- Manage client web documental platform

##### Project Management Support

- Filling several support tables (invoices, occupation, progress, ...)

#### Requirements:

- Good knowledge of English and Spanish B2
- Good knowledge of Excel, Word

#### Benefits:

500€ / month gross

Possibility to stay in the company after training

#### Availability:

3 months (preferably 6 months)

40 hrs/week

## 4950 - Technical Support Internship in a 3\* Hotel in the beautiful island of Fuerteventura, Canary Islands

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

### Description:

Our collaborator is a 3\* Hotel located on the beautiful island of Fuerteventura, right next to the Dunas de Corralejo National Park and 10-minutes away from the most beautiful beaches of the island.

They are currently looking for passionate and motivated students, interested in gaining practical experience while developing their skills with leaders in the field.

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

#### Tasks:

To carry out in a qualified and responsible way the maintenance tasks of the hotel, using the necessary techniques, equipment and materials, to guarantee its safe and effective operation, in order to offer a better quality of service to the Client.

Some of the tasks include maintenance of the swimming pools (changing filters etc), maintenance of rooms (changing plugs, painting etc).

#### Requirements:

- minimum duration of 2 months
- Studies related

#### Benefits:

300 euros per month

Accommodation

Meals

40 hours per week

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**4943 - (N.N.) English Teaching assistant in a Kindergarten**

Location:	Madrid, Spain
Languages:	English (Advanced)
Fields:	Languages, Education / teaching
Extra benefits:	Salary of +500 €.

**Description:**

Our collaborators, are authentic educational centres, where children develop all their intellectual and social capacities. They provide the children with the necessary knowledge, to achieve a development of their abilities, all in a safe and reliable environment. The schools are spread in many parts of Spain and specifically in Madrid, where they have more than 10 schools.

The company is now looking for an affectionate intern, willing to deal with children from 0 to 3 years old and able to join their team of psychologists and pedagogues, by helping the training plan, adapted to each age group according to the children's needs, peculiarities and characteristics.

**Tasks:**

- Organize activities and games with children in the English
- Support in the development of games, dynamics and English conversations.
- Speak in English with children in different classes about everything in order to practice any vocabulary possible.
- Teach English language to the nursery's teachers

**Requirements:**

- Studies related to teaching, languages, psychology, humanities, history  
(Studies in a different study field could also be considered)
- English proficiency level
- Person with patience, responsible and motivated to do its internship with children
- Previous working experience with children and babies would be an advantage
- Internship period would be 3 months minimum
- Provide Sexual Conviction Record Check (SCRC)

**Internship hours:**

30 hours a week

**Benefits:**

500 € / month

**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



**4914 - 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

**4913 - 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

**4911 - 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

**4909 - Entertainment Internship on the Spanish Coast 2020 - Accommodation + meals + 100 euros/month**

Location:	Alicante, 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

**4906 - Entertainment Internship on the Spanish Coast 2020 - Accommodation + meals + 100 euros/month**

Location:	Alicante, 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.

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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

## 4888 - Reception Internship

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

### Description:

Our collaborator is a high quality Hostels chain, based in Spain. 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. This hostel is located in Valencia.

#### Reception and Customer relationship management position:

##### Tasks:

As a Reception and Customer relationship management member of a hostel, 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 working 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 work in different shifts Morning - Afternoon - Night, depending on the candidate.
- Some of the positions may require a certain level of Spanish.
- Minimum 3 months

##### 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..

## 4875 - Content Creator Internship in Girona, Spain

Location:	Girona, Spain
Languages:	English (Advanced)
Fields:	Copywriting, Languages, Business
Extra benefits:	Salary of 200-300 €.

### Description:

#### Company description:

Our collaborator is an international online retailer specialized in selling sports equipment. This fast growing company is present in 220 countries across the globe and has been in the business for over 17 years. They are now searching for customer service and product assistant interns to join their international and innovative office in Girona, Spain.

##### Tasks:

- Manage customer comments.
- Assign product attributes.
- Contribute to the improvement of the visualization and categorization of the product on the web.

##### Requirements:

- Good level of English
- Spanish would be a plus
- Minimum 4 months of internship

##### Remuneration:

300€/month, lunch  
35 hours per week

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

**4854 - Office administration 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:****Administration**

- Create documents and agreements
- Create reports
- Assist coordinator to arrange appointments and meetings

**Customer service**

- Communication with our international clients
- This is done via email, phone and Skype
- Dealing with email enquiries
- Using the CRM system to ensure a good information flow
- Maintenance of the databases

**Human resources, after second/third month of internship**

- Interviewing possible candidates
- Review student profiles and evaluating their needs and qualifications regarding available programs
- Cv and motivation letter check and improvements
- Student mobility: Evaluate visa needs and advices

**Requirements:**

- Good level of English
- Spanish would be a plus
- Open and friendly
- Able to work in a team
- Person who likes to talk and communicate with people

**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

**4853 - Part time sales team assistant**

<b>Location:</b>	Sevilla, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Human resources, Business

**Description:**

Are you a young, motivated professional who is looking for experience in professional field and as well discover what a great work/life balance is? Here at Spain Internship, we can offer you both of these. Our company was established in 2010 by highly motivated internationals in a beautiful historic city center of Seville in the South of Spain. We offer internships and traineeship services for students and graduates worldwide. In the Spain Internship office you will be able to gain professional experience working in the sales team with different business tasks, improve your professional English and/or Spanish skills through communication with companies and students, get to personally know super friendly colleagues with over 5 different nationalities. During your free time (of which you will have a lot) you will be able to discover all the lost corners of one of the most influential cities in the world's history, home flamenco Seville's corners, also see many more incredible smaller towns like Córdoba, Granada, Málaga and visit one of the best beaches in Europe. Here we have one of the best climates in Europe, so be sure to enjoy your trips at any time.

Don't doubt, and apply for this remarkable opportunity!

**Tasks:**

Working with some of the most relevant mailing and lead generation tools  
Contacting and interviewing customers and applicants worldwide  
Using professional Spanish and/or English language to manage everyday tasks  
Providing support to the sales team  
Generating leads by phone and by researching the web (canvassing)  
Handling and input data in our CRM

**Requirements:**

- Proactive, organized, extroverted
- Interested in sales, CRM and customer management and leads generation
- Good level of English
- Spanish or French knowledge would be an advantage
- Open and friendly
- Able to work in a team

**Benefits:**

- Possibility to work in a modern e-commerce company with colleagues from 5+ different nationalities
- Possibility to improve your Spanish skills in personal and professional communication
- Possibility to learn the intern market in and out
- Monthly perks pizza, snacks and hot beverages
- Unpaid, possibility to apply for Erasmus+ scholarship from your university

**Internship hours:**

27,5h/week, from Monday-Friday

**Location:**

Seville city center, Spain



**4849 - Advanced Spanish - Finance internship in Barcelona, Spain**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Advanced)
<b>Fields:</b>	Economics / Finance, Business
<b>Extra benefits:</b>	Salary of +500 €.

**Description:**

Our collaborator is an on-line wine shop with the aim to revolutionize the wine market providing experts recommendations to their customers. In Spain they are based in Barcelona, but they are operating in 14 countries all over the world being a market leader in the online wine selling market.

This is a great opportunity to work in an international company based in Spain and begin a career in the finance field.

**Tasks**

- Prepare payments to suppliers and affiliates
- Maintain a supplier database with quality data
- Periodic control over expenses segmented by cost center
- Validation of customer payments
- Bank reconciliation of marketplace settlements
- Fraud Monitoring
- Manage customer returns
- In addition, you will learn how a marketplace works from a financial and operational point of view.
- You will also have a role in the monitoring and definition of good practices and internal control standards.

**Requirements:**

Spanish advanced  
Minimum 4 months  
Studies taking place in Spain

**Benefits**

400 € part time position  
700 € full time position  
Social security coverage  
Training plan

## 4846 - Commercial internship in Valencia

<b>Location:</b>	Valencia, Spain
<b>Languages:</b>	Spanish (Advanced) and English (Advanced)
<b>Fields:</b>	Business
<b>Extra benefits:</b>	Salary of 400-500 €.

### Description:

Our collaborator is a brokering/trading company with presence in South and Central America and in Valencia, Spain. They trade various commodities within agriculture, marine fuel and metal.

They established in 2016 and they are still in the early phase. They are looking for potential buyers and sellers of commodities in Europe and Africa to connect them with their stakeholders in Latin America.

The commercial intern will work with sales and business development within products for the maritime sector. You will be part of our commercial/sales team and be responsible for your own prospects on a daily basis

### Tasks:

- On a daily basis, reach out to prospects and customers
- Proactively develop new business opportunities
- Identify new business opportunities
- Visit prospects/clients
- Update and structure your tasks and work through a CRM system
- Be to the disposal for your customers
- Customer satisfaction

### Requirements:

- Good level of English
- Spanish fluent
- Minimum stay 5 months
- Previously experience with sales or a commercial role
- Dynamic and ambitious
- The flexible mindset in regards to work tasks and processes
- Willing to learn a new industry and mechanism behind it

### Benefits:

- 500€ gross per month

## 4838 - Marketing and Sales internship in Alicante

Location:	Alicante, Spain
Languages:	Spanish (Beginner) and English (Intermediate)
Fields:	Business, Digital marketing
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

- Develop a sales project for the Dutch market
- Market analysis
- Create the promotional material
- Do phone calls
- Organize an agenda for a week's journey to The Netherlands.
- Carry out research of certain markets
- Update marketing databases.
- Creating, managing and growing the company's presence through blogs, Twitter, Facebook, etc.
- Writing blog posts, articles, newsletters, communications materials, and material for social media channels

### Requirements

- Basic Spanish, desirable B1
- English intermediate
- Minimum 4 months
- Detail-oriented
- Collaborative team player
- Time and self-management skills
- Interested in Sales
- Excellent organization skills
- Excellent written and spoken communication skills.

### Benefits

- Spanish course
- Special price for accommodation: 70€/week

**4822 - Reception Internship in a 4\* Hotel in the beautiful island of Fuerteventura, Canary Islands**

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

**Description:**

Our collaborator is a 4\* Hotel located on the beautiful island of Fuerteventura, right next to the Dunas de Corralejo National Park and 10-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!

**RECEPTION POSITION**

Working as a receptionist will make you the first person of the establishment that the customer will truly interact with. This role is very important to ensure the overall enjoyment of the customers' stay.

Your tasks will include:

- Greet and welcome customers
- Handle face-to-face inquiries from customers
- Check-in and out
- Planning and organizing group arrivals
- Day to day processing and input of group reservations while following hotel reservations policy
- Management of tourist information in several languages.
- Reception management.
- International phone reception.
- Meet the various needs of diverse customers and solve problems that might arise during their stay

Requirements:

- The minimum duration of 3 months
- Advanced Spanish
- Intermediate level of English
- Relevant studies (Hospitality, Tourism, Languages, etc.)
- Organized and with a professional attitude

Benefits:

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

## 4812 - Bar and Restaurant Internship in a 3\* Hotel in the beautiful island of Fuerteventura, Canary Islands

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

### Description:

Our collaborator is a 3\* Hotel located on the beautiful island of Fuerteventura, right next to the Dunas de Corralejo National Park and 10-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!

### **BAR AND RESTAURANT 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

**4804 - Front desk and Back office assistant in Granada and Alicante, Spain**

<b>Location:</b>	Alicante, Spain
<b>Languages:</b>	Spanish (Beginner) and English (Intermediate)
<b>Fields:</b>	Languages, Business, Hospitality / Tourism
<b>Extra benefits:</b>	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**

- At least beginner in Spanish, desirable B1
- 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: 70€/week

**Location**

Granada or Alicante

## 4783 - Animation internship

Location:	The Canary Islands, Spain
Languages:	Spanish (Intermediate) and English (Advanced)
Fields:	Events, Sports, Hospitality / Tourism
Extra benefits:	Salary of 400-500 €. 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.

### Animation position

#### Tasks:

- Dealing with customers
- Supporting the entertainment team in the hotel's leisure activities
- Mini club and maxi club
- Sport activities, archery, mats in pools.
- Recreational activities (Dancing shows, games ..)
- Other tasks related to.

#### Requirements:

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

#### Internship hours:

40 hrs / week

#### Conditions:

- 300€ per month
- Accommodation + meals provided

## 4758 - Marketing / tourism and management 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

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## 4748 - Bar Internship in Seville, Spain

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

### Description:

Our collaborator is a modern hostel based in Sevilla. As they are customer-oriented, the customer care and the relation with the guests are very important to them. Currently, they are looking for interns to join the team in the bar at the hostel. You will have many different tasks and face to face contact with the customers which a positive attitude is very important.

### BAR POSITION

#### Main tasks

- Prepare drinks
- Take orders and serve drinks or snacks
- Dealing and interacting with Customer
- Tidying working space

#### Requirements

- Knowledge of drinks, food, and cooking is considered a plus.
- Ability in cooking
- Fluent English.
- Good communication skills

#### Working hours:

40h / week  
Monday till Sunday with 2 days off per week

#### Benefits:

The hostel gives two options:

##### **First:**

100€ + breakfast and accommodation (shared in a room with the other staff mix, mix gender, 8 people in a room)

or

##### **Second:**

200 euros per month



**4747 - Bar Internship in 5\* Boutique Hotel in Lanzarote, Canary Islands**

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

**Description:**

Our collaborator is a 5\* Boutique Hotel in Lanzarote (Canary Islands). The hotel is designed for the most discerning travelers and it stands as a peaceful and relaxing oasis in one of the main tourist resorts of the island. It has 81 rooms modernly equipped and furnished with breathtaking views onto the Atlantic Ocean.

They are currently looking for students with a major in business, languages or hospitality (preferred), interested in an exciting career in the field of hospitality and to gain practical experience while developing their skills with leaders in the field.

**Tasks:**

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

**Requirements:**

- Minimum 3 months
- Good level of English
- Knowledge of Spanish is considered a plus
- Studies related to Hospitality, Languages, Business or something related

**Benefits:**

325 euros per month  
Accommodation shared in a flat (not mixed gender). The flat is located 20 minutes away with the bus from the Hotel.  
Lunch and dinner

**4722 - Part time business administration internship in a real estate company in Barcelona**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 400-500 €.

**Description:**

Our collaborator is a company dedicated to the integral management of 5 buildings in Barcelona: decoration, relationship with owners, short and long stay rentals, customer service, marketing on and off line, logistics, finances and everything that would be necessary. They are looking for an intern to join their business department and help them with the accounting tasks.

**Main tasks**

- Invoicing
- Keeping accounting record
- Customer management
- Following basic invoicing tasks
- Offering reports to management

**Requirements**

- Fluent Spanish
- Business (or related) student
- Able to handle Excel, control files
- Good writing in English
- Minimum of 4 months

**Benefits**

- Business internship in a great environment
- 300 € stipend per month

**4713 - Paid customer service and tourism internship in Seville, Spain**

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

**Description:**

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

Length 3 months and more

Start date Flexible (Recruitment during all the year)

Financial support 250 €/month

Minimum 3 months

**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 + intermediate level of Spanish and any other language will be an advantage.

Working knowledge of Microsoft Windows application.

**4711 - Paid social media and content management internship in a Real Estate company in Villamartín, Alicante**

Location:	Villamartin, Spain
Languages:	English (Advanced)
Fields:	Business, Digital marketing
Extra benefits:	Salary of 200-300 €.

**Description:**

Our partner is a specialist property finder in Spain and Portugal, serving clients globally. Established since 2007 they have won awards for their property finding expertise in Spain and Portugal. They are looking for an energetic intern to join their marketing department and get to know how the real estate field works and how marketing works in the property industry in Spain and Portugal.

The ideal candidate would be a confident person, outgoing and talkative who enjoys producing quality content and talking to customers.

**Tasks**

- Content management
- Articles creation
- Social media management (Instagram&Youtube&others)
- Copywriting new homes
- Videos of houses
- Photography
- CRM
- Database work

**Requirements**

- ICT basic knowledge
- Spreadsheets and others
- Confident / filming houses / creative person
- Fluent in English
- Minimum 4 months

**Benefits**

- 200€ gross/month

## 4706 - Boutique hotel host internship in Barcelona, Spain

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

### Description:

Our collaborator is one of Barcelona's best and new boutique hotels created especially for travelers who are always looking for original and unique environments. Located in the city center of Barcelona, it offers a great and personalized experience and customer satisfaction

### Tasks

- Understands and operates the Property Management System.
- Possesses excellent knowledge of the hotel's procedures and applies them accordingly.
- Possesses excellent knowledge of the hotel's room locations and types, the services provided by the property, as well as basic information of the city.
- Assists in the handling of reservations in accordance with the SOPs and to the instructions of the Manager and assures for a complete and informative follow up.
- Performs check-ins and check-outs and accommodates special requests from guests whenever possible.
- Offers personalized service to each guest, proactively searches for solutions to their needs regardless if they are for within the property or related to other aspects of their trip.
- Handles guest complaints with interest, concern, and empathy, assures for the quick and efficient resolution offers support and informs them in a timely manner.
- Coordinates room status updates with the Housekeeping department and assures that the standards are met before the guest enters.
- Possesses knowledge of all safety and emergency procedures and is aware of accident prevention policies.
- Handles Food&Beverage during the breakfast operation and assures for its smooth completion.
- Tracks hotel's inventory and informs the Manager on Duty of any arising needs.
- Assists Management with administrative tasks which include and are not limited to: financial closing of the month, orders making, tracking of inventory and orders, tasks distribution for Housekeeping and Maintenance, SOPs editing, reservations tracking.

### Requirements

- Hospitality or Tourism related studies
- Fluent in English.
- Spanish and other languages are a plus
- Previous Customer Service experience is a plus
- Organized, responsible and proactive
- Minimum of 4-6 months

### Benefits

230 € per month  
Training plan  
Social security coverage

**4703 - Paid Customer service, administration and assistant in a leisure organization 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 one of the largest escape room in Barcelona, which already has 8 different room opened to the public. They are looking for operators, who can lead those games and work with customers.

"Escape rooms" is a new concept of leisure which is getting more and more popular in Barcelona. Their games are very technological and well decorated. They have a wide range of thematic rooms, starting from Middle Age finishing to Future Spaceship.

Their main goal is to make people feel like being in a real story by making them main characters of their own "movie". This combination ensures that players will live an unforgettable adventure, and our task is to maximize this experience.

**Main tasks:**

- Receive the teams of players and explain the basic rules of the games
- Begin with an immersive introduction of the game via the interpretation a character
- Monitor and help players whilst they play in the room
- Charge customers
- Offer promotions for other games
- Management of bookings
- Customer service

**Requirements:**

- 40h / weekly
- Saturday and Sunday internship
- 2 free days during the week
- Minimum duration - 4 months
- Spanish - high / native level, English - medium / high level.
- Be confident with interacting with different people and putting on different voices whilst interpreting a character.

**Benefits**

- 200 euros / month
- Dynamic work in the center of Barcelona
- The opportunity to meet local people
- Learning from a sector that is growing

**4695 - Paid 300€ marketing assistant internship in Barcelona, Spain**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Business
<b>Extra benefits:</b>	Salary of 400-500 €.

**Description:**

Our collaborator is an online operating company in Barcelona. They are offering a platform where people can find apartments all over the world. You will be working with the marketing director of the company and help with the daily activities. We will give you everything you need to know about marketing on the B2B level (online and offline Marketing).

**Tasks:**

Helping with Community Management.

- Blog posting.
- Collaborate with other marketing activities (resources, landings, reports, downloads, etc.).
- Participation in current and future marketing and campaigns strategies.
- Keeping up with social media.
- Helping with other daily office management tasks.

**Requirements:**

- Good level of English (written and verbal)
- Spanish or French
- Knowledge about Twitter, Facebook for business, LinkedIn, Powerpoint
- Comfortable talking to partners over the phone

**Would be a plus:**

- Marketing students
- Graphic design knowledge

**Availability:**

Preferably 5 months

**Internship hours:**

40 hours/week

**Benefits:**

300€ / month  
Gym discounts.  
Office located in sunny Barcelona and close to main metro stations.  
Possibility to join the company as an employee after the internship period.

**4688 - (N.N.) English Teaching assistant in a Kindergarten**

Location:	Madrid, Spain
Languages:	English (Advanced)
Fields:	Education / teaching
Extra benefits:	Salary of +500 €.

**Description:**

Our collaborators, are authentic educational centres, where children develop all their intellectual and social capacities. They provide the children with the necessary knowledge, to achieve a development of their abilities, all in a safe and reliable environment. The schools are spread in many parts of Spain and specifically in Madrid, where they have more than 10 schools.

The company is now looking for an affectionate intern, willing to deal with children from 0 to 3 years old and able to join their team of psychologists and pedagogues, by helping the training plan, adapted to each age group according to the children's needs, peculiarities and characteristics.

**Tasks:**

- Organize activities and games with children in the English
- Support in the development of games, dynamics and English conversations.
- Speak in English with children in different classes about everything in order to practice any vocabulary possible.
- Teach English language to the nursery's teachers

**Requirements:**

- Studies related to teaching, languages, psychology, humanities, history  
(Studies in a different study field could also be considered)
- English proficiency level
- Person with patience, responsible and motivated to do its internship with children
- Previous working experience with children and babies would be an advantage
- Internship period would be 3 months minimum
- Provide Sexual Conviction Record Check (SCRC)

**Internship hours:**

30 hours a week

**Benefits:**

500 € / month



**4686 - (N) Nursery English teaching assistant**

Location:	Madrid, Spain
Languages:	English (Advanced)
Fields:	Education / teaching
Extra benefits:	Salary of +500 €.

**Description:**

Our collaborators are authentic educational centers, where children develop all their intellectual and social capacities. They provide the children with the necessary knowledge, to achieve the development of their abilities, all in a safe and reliable environment. The schools are spread in many parts of Spain and specifically in Madrid and Barcelona.

The company is now looking for an affectionate intern, willing to deal with children from 0 to 3 years old and able to join their team of psychologists and pedagogues, by helping the training plan, adapted to each age group according to the children's needs, peculiarities and characteristics.

**Tasks:**

- Organize activities and games with children in the English
- Support in the development of games, dynamics, and English conversations.
- Speak in English with children in different classes about everything in order to practice any vocabulary possible.
- Teach the English language to the nursery's teachers
- Support teachers during feeding time to feed babies (1 hour per day)
- Provide support on punctual occasions to teachers in the attention, care, changing and cleaning of babies.

**Requirements:**

- Studies related to teaching, languages, psychology, humanities, history (Studies in a different study field could also be considered)
- English proficiency level
- A person with patience, responsible and motivated to do its internship with children
- Previous working experience with children and babies would be an advantage
- Internship period would be 3 months minimum
- Provide Sexual Conviction Record Check (SCRC)

Internship hours: 30 hours a week

Benefits: 500/monthly

**4684 - Kindergarten internship in Barcelona - paid 300€/month**

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

**Description:****Company Description:**

An international language center for children, situated in Barcelona, is now looking for a person with a good level of English to help the staff to take care of our little friends. Several languages are spoken in the center. The children are mostly babies from 0 to 6 years old.

**Tasks:**

- Taking care of children together with qualified teachers
- Helping teachers in class and in the playground
- Make a difference by helping babies to learn in multicultural environment at an early age!

**Requirements:**

- Excellent level of English
- Get along with children
- Enthusiastic about the job
- Studies related to education for children is a plus

**Internship hours:**

9am to 5pm, from Monday to Friday

40 hours/week

**Benefits:**

300€/month

**Length of the internship:**

Open positions all year long, minimum period is 2 months (August closed).

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

## 4601 - (N.N) Nursery English teaching assistant

<b>Location:</b>	Madrid, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Education / teaching
<b>Extra benefits:</b>	Salary of +500 €.

### Description:

Our collaborators, are authentic educational centres, where children develop all their intellectual and social capacities. They provide the children with the necessary knowledge, to achieve a development of their abilities, all in a safe and reliable environment. The schools are spread in many parts of Spain and specifically in Madrid, where they have more than 10 schools.

The company is now looking for an affectionate intern, willing to deal with children from 0 to 3 years old and able to join their team of psychologists and pedagogues, by helping the training plan, adapted to each age group according to the children's needs, peculiarities and characteristics.

### Tasks:

- Organize activities and games with children in the English
- Support in the development of games, dynamics and English conversations.
- Speak in English with children in different classes about everything in order to practice any vocabulary possible.
- Teach English language to the nursery's teachers
- Support teachers during feeding time to feed babies (1 hour per day)
- Provide support on punctual occasions to teachers in the attention, care, changing and cleaning of babies.

### Requirements:

- Studies related to teaching, languages, psychology, humanities, history (Studies in a different study field could also be considered)
- English proficiency level
- Person with patience, responsible and motivated to do its internship with children
- Previous working experience with children and babies would be an advantage
- Internship period would be 3 months minimum
- Provide Sexual Conviction Record Check (SCRC)

### Internship hours:

30 hours a week

### Benefits:

500 € / month

## 4596 - Bar Internship

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

### Description:

Our collaborator is a high quality Hostels chain, based in Spain. 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. This hostel is located in Valencia.

### Bar position:

#### Tasks:

- Making cocktails
- Serving the guests
- Tidying the bar area
- Responsible for preparing, serving, and cleaning up breakfast

#### Requirements

- Fluent in English
- Able to provide a training agreement
- Open to work 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 and breakfast. Internet is also provided as well as living expenses as water, electricity, etc..

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

**4589 - Entertainment Internship on the Spanish Coast- 100 euros/month with accommodation and food**

Location:	Malaga, Spain
Languages:	English (Intermediate)
Fields:	Events, Sports, Hospitality / Tourism
Extra benefits:	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**

- **Sport activities:** you will be participating in sport 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.
- **Cultural activities:** hotel entertainers do not only organise activities within the hotel facilities! Thus, one of your tasks will also be taking responsibility for cultural activities such as city tours.
- **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

**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

## 4588 - Reception and Customer management Internship in Barcelona

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	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..

**4585 - (N.N.) Nursery English teaching assistant**

<b>Location:</b>	Madrid, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Education / teaching
<b>Extra benefits:</b>	Salary of +500 €.

**Description:**

Our collaborators, are authentic educational centres, where children develop all their intellectual and social capacities. They provide the children with the necessary knowledge, to achieve a development of their abilities, all in a safe and reliable environment. The schools are spread in many parts of Spain and specifically in Madrid, where they have more than 10 schools.

The company is now looking for an affectionate intern, willing to deal with children from 0 to 3 years old and able to join their team of psychologists and pedagogues, by helping the training plan, adapted to each age group according to the children's needs, peculiarities and characteristics.

**Tasks:**

- Organize activities and games with children in the English
- Support in the development of games, dynamics and English conversations.
- Speak in English with children in different classes about everything in order to practice any vocabulary possible.
- Teach English language to the nursery's teachers
- Support teachers during feeding time to feed babies (1 hour per day)
- Provide support on punctual occasions to teachers in the attention, care, changing and cleaning of babies.

**Requirements:**

- Studies related to teaching, languages, psychology, humanities, history  
(Studies in a different study field could also be considered)
- English proficiency level
- Person with patience, responsible and motivated to do its internship with children
- Previous working experience with children and babies would be an advantage
- Internship period would be 3 months minimum
- Provide Sexual Conviction Record Check (SCRC)

**Internship hours:**

30 hours a week

**Benefits:**

500 € / month

## 4584 - Advance Spanish-Purchasing internship in Girona, Spain

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

### Description:

#### Company description:

Our collaborator is an international online retailer specialized in selling sports equipment. This fast growing company is present in 220 countries across the globe and has been in the business over 17 years. They are now searching for customer service and product assistant interns to join their international and innovative office in Girona, Spain.

#### Purchasing Assistant positions

##### Tasks:

- The execution of daily purchases, via web / email / phone
- Analysis of consumption and implementation of procurement plans in stock
- Control of suppliers payments
- Stock management
- Control of the indirect costs incurred by providers

##### Requirements:

- Good level of English
- Good level of Spanish

##### Location:

Girona

##### Remuneration:

300€/month, lunch  
35 hours per week  
Minimum duration of 6 months

## 4573 - Receptionist internship in Barcelona, Spain (accommodation + breakfast)

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

### Description:

Our collaborator is a luxury hostel chain, based in Seville, Madrid, and Barcelona. Reviewed by its loyal customers as a unique and friendly hostel because of their staff, service and modern atmosphere. They are customer-oriented which is really important for them as well as customer care and guest relations. Their staff is fun and close, making the stay of the customers as enjoyable as possible.

#### Position: Receptionist

##### Tasks:

- Respond to customer requests such as check-in and check-out,
- Assisting in the Front Office as required providing information and customer service;
- Reservation management, sales management,
- Answering telephone and email inquiries,
- Support for group bookings,
- Contact suppliers;

##### Requirements:

- Intermediate English
- Intermediate Spanish
- German or French is a plus
- Min. 3 months internship
- 30-40h/week

##### Benefits:

- Accommodation (shared room);
- Breakfast
- Free WIFI and free use of common areas
- Free use of washer and dryer

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## 4542 - Paid Administrative Internship position in Barcelona

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Advanced)
<b>Fields:</b>	Human resources, Economics / Finance, Business, Digital marketing
<b>Extra benefits:</b>	Salary of 400-500 €. 330€/month + lunch vouchers

### Description:

Our collaborator, based in Barcelona city centre, is an international safety science company with a wide experience when innovating solutions in safety, sustainability, renewable energy and more. They are specialized in making living and working environments safer.

They are seeking to hire an intern to support their business development department by developing their databases and analyzing the market shares and the company's competitiveness. Through an intense team, working candidates will have to show their best positive attitude and willingness to learn.

#### Tasks:

Arranging payments (Creating purchase orders, paying invoices, communication with Payment Team)

Sample shipping & tracking, custom solutions, payments (re- shipping samples to different countries where we have laboratories and engineering teams)

Maintaining various internal databases (e.g. certificates, shipment records, procedures, etc)

#### Requirements:

- Student in Business Administration, Economics, International Business or related studies

- Languages: Advanced level of English and a minimum of Intermediate level of Spanish.

- Microsoft office applications, especially Outlook and Excel

- Be organized, team member and to have a positive attitude

#### Internship hours:

- 40 hours/week

- Minimum stay during a period of 4-6 months

#### Benefits:

- Monthly compensation of 330€

- Lunch Vouchers

## 4463 - Paid Marketing and front office internship in Milan, Italy

<b>Location:</b>	Milan, Italy
<b>Languages:</b>	English (Intermediate)
<b>Fields:</b>	Business, Hospitality / Tourism
<b>Extra benefits:</b>	Salary of 200-300 €.

### Description:

Our collaborator is an entertainment company located close to Milan exactly in Cislago (VA). They are opening new places all over Europe. Guests from all over the world come and realize their own ideas. If you are looking for a new a different experience joins their talented and enthusiastic team. Apply now for this international project and become a new team member of this amazing project.

#### Tasks:

-Guide them through the Rooms

-Welcoming guests

-Booking Assistant

-Social Media

-Organize marketing activities

#### Requirements:

-Passionate about what they do

-Friendly and enthusiastic

-Fluent English

-A basic of Italian or any other language would be a plus

-Curricular internship

#### Internship hours:

Full-time position with 40 hours a week

#### Benefits:

Salary of 200€ /month

#### Location:

Cislago (VA) Milan Italy

## 4449 - Reception internship

<b>Location:</b>	The Canary Islands, Spain
<b>Languages:</b>	Spanish (Intermediate) and English (Intermediate)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	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 RECEPTION

##### Tasks:

- Check In / Check Out
- Receiving clients and all tasks related to it.
- Support and customer information at the reception.
- Perform procedures related to the occupation and sales rooms
- Custodian valuables and money deposited, safe hiring
- Billing and cashing, as well as foreign exchange
- Receive, process and direct customer complaints to appropriate services
- Deposit towels
- Provide information to customers about the island
- Answering reception's phone

##### Requirements:

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

##### Internship hours:

40 hrs / week

##### Conditions:

- 300€ per month
- Accommodation + meals provided



**4388 - Reception and Customer Service internship in a 3\* Hotel in Santiago de Compostela**

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

**Description:**

Our collaborator is a 3\* hotel located in the heart of Santiago de Compostela, in the North of Spain. It has all the facilities and services, such as comfortable rooms, spacious common areas and cafeteria. At the beginning of 2012 they carried out a process of remodelling in order for their clients to enjoy a quality service and an affordable price.

It has all the facilities that you can imagine in a city hotel: location, only a few meters from old town, placed in the shopping area and close to all the cultural points.

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!

**Position: Reception and Customer Service****Tasks:**

- Directly interacting with customers, giving assistance, handling request from customer
- Check-in and check-out
- Receiving feedback and complaints
- Help with the preparation and coordination of breakfast during mornings
- Helping other departments upon request
- Check rooms
- Administration tasks: booking, reservations, emails, calls, etc.
- Social media marketing: optimize and lead any marketing strategies carried out in them: Facebook, Twitter, etc.
- Interaction with users

**Requirements:**

- Flexibility with tasks
- Being active and can-do attitude
- Fluency in English and intermediate level of Spanish (at least B1)

**Benefits:**

- Shared accommodation (mix gender)
- Breakfast
- 200€/month for an internship of up to 5 months
- 300 €/month for an internship of 6 or more months

**Duration:**

- minimum 3 months

## 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

## 4207 - Kindergarten internship in an international center for children in Barcelona, Spain

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

### Description:

#### Company description:

An international language center for children is the location for max. 12 babies between 4 and 18 months old. Our collaborator is open from Monday till Friday from 8-17h. The children enter between 8-9:30h. There are pick up times at 13h, 15:30h and 17h.

There is a daily routine of free play, circle time, morning snack, walks and playground visits, lunch and nap time. Other activities we are doing during the week are baby gym, arts & crafts and sensory play.

#### Tasks:

- Taking care of the babies (nappy change, help to drink and eat and fall asleep) together with two qualified teachers and possible others international students;
- Organize activities like circle time, arts&crafts, walks;
- Make a difference by helping children to learn in multicultural environment at an early age!

#### Requirements:

- Excellent level of English;
- Get along with and interest in the development of children;
- Enthusiastic and motivated for the job;
- Studies related to education for children

Internship hours: 9am to 5pm, from Monday to Friday

Benefits: 100€/month

Length of the internship: Open positions all year long, the minimum period is 2 months (in August and last week and the first week of the year closed).

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

## 4206 - Kindergarten internship in an international center for children in Barcelona, Spain

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

### Description:

#### Company description:

Our collaborator is a bilingual international nursery in Gracia, Barcelona. They speak Dutch (only to children with a Dutch father or/and mother) and English (to the other children). The teachers are native speakers.

It is the location for max. 28 children between 18 months and 6 years old. They language school is open from Monday till Friday from 8-17h. The children enter between 8-9:30h. There are pick up times at 13h, 15:30h and 17h. There is a daily routine of freeplay, circle times, music/ dancing, arts&crafts, walks and/ or playground visits outside, snack and lunch, and naptime. On Tuesday the teachers assist max. 16 children to their swim lesson in a swimming pool close by. After 17h the company offers yoga classes (Monday), family yoga (Tuesday), Dutch class (Wednesday) and English class (Thursday).

In April the company organizes a camp week for 4 to 7 years old children during Semana Santa (Easter). In the last week of June and the month July there is a summer camp. During both camps extra activities will be organized and the teachers take the children for excursions in Barcelona.

#### Tasks:

- Taking care of the toddlers (nappy change, help to drink and eat and fall asleep) together with four qualified teachers and other international students;
- Organize activities like circle time, arts&crafts, walks, outdoor games, excursions during camp week(s);
- Make a difference by helping children to learn in multicultural environment at an early age!

#### Requirements:

- Excellent level of English;
- Get along with and interest in the development of children;
- Enthusiastic about and motivated for the job;
- Studies related to education for children

Internship hours: 9am to 5pm, from Monday to Friday

Benefits: 100€/month

Length of the internship: Open positions all year long, minimum period is 2 months (in August and last week and first week of the year closed).

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

## 3864 - Guest Relations - Reception internship

Location:	Malaga, Spain
Languages:	Spanish (Beginner) and English (Advanced)
Fields:	Events, Languages, Hospitality / Tourism

### Description:

Our collaborator is a luxury rental accommodation in Marbella. Considering it one of the top sunny destinations in Spain, the company believes a great rental should take back to genuine customer service, high-end properties and real locals living next door.

We are looking for a warm welcome, a happy smile, a positive attitude, a pro-active person who is passionate about delivering excellence in guest service. If you are looking for a unique opportunity to develop your professional skills in hospitality, then this company is your best option.

### Responsibilities

- In charge of the guest relation since a reservation is confirmed until the departure.
- Send guests pre-arrival information and assist them with any need/doubts they may have via email, telephone, and WhatsApp.
- Coordinate check-ins at our office or in the house and make sure all information is well delivered and explained.
- In communication with housekeeping/maintenance to control those properties are clean/well prepared when the new guests are coming.
- In charge of keys collection and track the keys report guaranteeing all keys are controlled.
- Follow up daily calls and emails. Provide an answer within 24 hours.
- Responsible for the closing cashier
- Being knowledgeable of information on the properties and surrounding areas

### Requirements

- Related studies or previous experience in the hospitality and tourism industry
- High level of English. Spanish beginner
- Other languages as an asset
- Strong communication skill, pro-active, customer service oriented
- Driving license is essential (for our scooter)
- Professional appearance and manner
- Minimum 3 months internship

### Internship benefits

500 € gross per month

### Internship hours

40 hours per week changing schedules

### Location

Puerto Banús, Marbella

**3838 - Receptionist internship in a surf hostel in Conil de la Frontera, Cadiz, Spain**

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

**Description:**

Our collaborator is a new hostel situated at Conil de la Frontera, Cadiz. This new hotel is focused on people who love surfing, kitesurfing, and windsurfing. They aim to create a new place who 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.

**Tasks:**

- Check-in and check-out of clients
- Management of new reservations of 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, depending on the candidate.

**Benefits:**

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

**Location:**

Conil de la Frontera, Cadiz, Spain

## 3071 - Reception and Customer management Internship 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 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 and Customer relationship management position:

##### Tasks:

As a Reception and Customer relationship management member of a hostel, 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 and breakfast. Internet is also provided as well as living expenses as water, electricity, etc..

**1087 - Paid 150 € Reception position in Barcelona, Spain**

<b>Location:</b>	Barcelona, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Hospitality / Tourism
<b>Extra benefits:</b>	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

**556 - Bar internship in Seville, Spain**

<b>Location:</b>	Sevilla, Spain
<b>Languages:</b>	Spanish (Beginner) and English (Intermediate)
<b>Fields:</b>	Business, Hospitality / Tourism

**Description:**

Our collaborator is a luxury hostel chain, based in Seville, Madrid and Barcelona. Reviewed by its loyal customers as an unique and friendly hostel because of their staff, service and modern atmosphere. They are customer oriented which is really important for them as well as customer care and guest relations. Their staff is fun and close, making the stay of the customers as enjoyable as possible.

**Position:** Bar Assistant

**Tasks:**

- Serve in the bar of the hostel.

**Requirements:**

- Fluent in English
- Spanish at least A2
- Min. 2 months internship.
- Unpaid internship
- 30h/week.