

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

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

Description:

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

1. Business Development and operation assistant

Tasks:

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

2. Marketing and Social media

Tasks:

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

3. Accounting and sales department

Tasks:

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

Requirements

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

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

Benefits 250 €/month

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