

4567 - Customer relations and administration in a touristic rentals organization in Seville, Spain

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

Description:

Our collaborator is a touristic apartments and rentals organization based in Seville, Spain.

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

Tasks

- Supporting the customer relations team (check-ins - check-outs) in office and in the apartments.
- Providing perfect customer service to customers ensuring an excellent experience.
- Preparing product descriptions
- Supporting the business development team
- Creating social media content
- Contacting with clients
- Implanting new OTAS and channel manager
- Finance and payments
- Gestion Problems
- Help with organization and administration part

Requirements

- Being outgoing and easygoing, enjoying talking to people and customer relations
- English advanced
- Spanish intermediate (B1 min.)
- Business or tourism studies
- Full-time or part-time internship
- Minimum 3 months

Benefits

- 250 € full time / 150€ part time per month as a compensation
- Health and accidents insurance
- Training plan