



PIC Management Offers

Paid internship abroad Office assistant Barcelona

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www.pic-management.com

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Location

Barcelona, Spain

Category

Administration

Job Type

Internship

Duration of internship

3 months

Base salary

550 euros/month

Work Hours

40 hours/week

Languages

English (B2), Spanish (B1)

Line of business

tours, tourism,

Description

As Office assistant you will have a polyvalent position, sharing your time between Front Desk/guest service tasks and Back office/ marketing/communication tasks.

Responsibilities

Front Office (50-60% working time): Facilitate the flow of work of guides in the departure and arrival of tours. Monitor collections and facilitate change to guides / clients. Ensure order and good image in the office and customer areas. Prepare the cash reports and resumés of the day. Back up guide for emergencies Addressing walk ins. Supervise and execute the orders of the material necessary for day-to-day operation such as water, fruit, cake etc. Supervise and ensure good order of office material such as helmets, mittens, first aid kits and other material used by the guides. Maintain inventory of guide materials such as jackets, polo shirts, pants, keys etc.

Project Management (40-50% working time): Develop a project for the company. According to your career requirements, this project could be focused on marketing (market studies, competition, new service) or communication (social networks, brochures, promotion of tours). According to your career requirements, you can choose another option type of projects

Company's presentation

Our partner is a funny electric vehicle rental agency to discover the wonders of Barcelona. The agency also offers guided tours and thematic tours for its clients, in different languages.

Profile required

You are fluent in English and intermediate in Spanish. You are available for a 3 to 6 internship with internship agreement from the university.

You are smily, open-minded and organised.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

Fee charged only once the internship is secured with the host company you previously chose. 370 euros for a 3 months internship, 15 euros/additional week

Send your CV to students@pic-management.com

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