

INTERNSHIP ABROAD IN SPAIN

Hospitality internship, Events in Barcelona

Our partners are luxury hotels based in
Barcelona City.

DESCRIPTION

- Commercial Department and events
- Organization of corporate events management for Meetings or the individual (weddings, celebrations ...) /Sending quotes, contracts, invoices ... / Reception calls
- Administrative tasks: billing, archives, internal documentation /Visits with internal clients (companies and individuals) /Marketing and Advertising. Pack office or notions of advertising programs / Action Plans Commercial / Welcome customers at restaurant in lunch time.
- Coordination with other departments / Contact Customer /Management of suggestions and complaints

DETAILS

- Full board accommodation
- 200 euros/month
- 6 months internship mandatory
- 40h/ week (2 days off)
- Languages: English and Spanish fluent