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## Paid internship abroad Administrative Department Assistant

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Location

Barcelona, Spain

Category

Administration

Job Type

Internship

Salary

400 euros/month

Languages

English, Spanish

### Description

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- Receive and manage customer demand via telephone.
- Deal with mostly foreign clients (UK, USA, France, Scandinavian countries, etc.)
- Plan, coordinate and perform tasks related to the administrative management of apartments.
- Perform the tasks related to the maintenance of the advertisements of our properties in the different portals where we work

### Company description:

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Our partner is a real estate based in Barcelona.

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