

Barcelona-Home is an internationally recognized and award-winning company based in the beautiful city of Barcelona, that has grown successfully over the years, providing a wide range of services to meet the contemporary demand of our clients. Barcelona Home has business lines in the following fields: Rentals, Event Management, Real Estate, Leisure, Fashion, Media, and Travel Guides.

We have a multicultural team consisting of over 15 nationalities and we are constantly looking for passionate and hardworking talents to join our team. Especially talents who want to develop interest in projects in various challenging branches.

We are looking for interns who have fluent level of English, any other European language is a plus. Internships must last at least 3 months and are unpaid.

We are permanently offering internships in the following fields:

Management Assistant
Human Resources
Sales& Customer Service
Marketing & Business Development
Graphic Design
Social Media Management
Web Content Management

Tasks are as follows:

Management Assistant

- Managing projects, one is being in charge of for various space of time
- Distribute work of the projects to the responsible department
- Taking care for E-Mails and phone calls
- Managing occurring problems inside the company
- Ensuring everything's on the right path
- Assisting the CEO, whenever it is needed

Human Resources

- Creating and assisting the recruitment and retention initiatives.
- Assisting with posting jobs, screening resumes, scheduling interviews, and answering questions from applicants & Hiring Managers.
- Supporting employee service related project roll-outs, communications and organizational change management.
- Completes all other duties as assigned or requested for the general support of the organization.

Sales&Customer Service

- Customer service and sales through the phone and via email;

- Assisting in check ins and guest reception;
- Handling reclamations;
- Handling bookings;
- Creating and managing newsletters;
- Apartment visits with customers;
- Assisting Marketing Department;
- Helping with quality control on web content.

Marketing&Business Development

- Developing and using Social Media as a marketing tool
- Managing and creating content for our blog (advertisements, articles, posts and translations)
- Quality control of advertisements and blog content (working with programs such as Google analytic, Google Adword, Backlink, WordPress, HTML etc.)
- Quality control of translations in your mother language and English
- Promoting Barcelona Home (meeting potential customers, cooperators, sponsors, joining events)
- Assisting in arranging events
- Customer service and sales through the phone and via email
- Handling reclamations, bookings
- Participating in other projects/tasks if needed

Social Media Management

- Blogging in Spanish and English language in a cooperation with your Task manager;
- Creating descriptions of advertisement texts, widgets and fixing the blog webpages (using Links, Grammar, Pictures, widgets, etc. HTML);
- Writing articles and posts about Barcelona touristic sight and events and designing the layout of articles (adding pictures, links, widgets, etc.);
- Customer service and sales through the phone and via email
- Handling reclamations, bookings
- Creating newsletters
- Assisting Marketing development

Please don't hesitate to contact me if you have any further questions.

Kind regards,
Barcelona-Home