



PIC Management Offers

Paid Events internship luxury hotel in Barcelona

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Location

Cornella, Spain

Category

Events

Job Type

Internship

Duration of internship

6 months

Base salary

200 euros/month

Benefits

fullboard accommodation

Work Hours

40 hours/week

Languages

English (B2), Spanish (B2)

Line of business

Hospitality, Tourism

Description

As Events intern in the hotel you will participate in several aspects: from business/sales tasks to events organisation (wedding planner, conferences, celebrations, etc). If you plan to start an Event manager career, this internship is a good option to discover this industry.

Responsibilities

After a period of training you will be able to:

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

Company's presentation

A luxury hotel located on the outside of Barcelona, it belongs to a world-renowned hospitality group. The hotel is particularly appreciated by guests for the organization of events. Hotel city its clientele is as oriented tourism as business.

Profile required

You are studying tourism, hospitality or languages

Fluent in English and Spanish. You enjoy the customer relationship and you are positive attitude.

Available for a 6 months internship with internship agreement (Erasmus or University) from January.

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

Apply online or send your CV at students@pic-management.com

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