

INTERNSHIP ABROAD

New Internship offers available



How to apply?

PIC Management is the partner of students, searching for an internship abroad.

The best time to apply for your internship in 2018 is now! Don't miss the chance and have a look at our offers.

There are several ways to apply for an internship with PIC Management.

- 1) Apply on our [website](#)
- 2) Send your CV to students@pic-management.com
- 3) Contact us on Social media



INTERNSHIP IN GREECE

Hospitality internship in Guest Service

Our partner is a famous luxury Hotels and Resorts group in Greece and Cyprus.

DESCRIPTION

- Getting trained on all front office functions
- Attending visitors, and handling their queries and any possible complaint
- Attending phone calls, and forwarding them to the concerned people
- Receiving couriers and forwarding them to the addressed people
- Maintaining the visitors' record
- Allotting the sessions and appointment time with the authorities to the clients
- Managing all the necessary preparations for important events and conventions
- Checking and replying to emails
- Welcome, check in and check out guests/groups
- Night Audit
- Coordinate and maintain inter-communication between various departments
- Focusing on providing customer-oriented services and fulfillment
- Follows company guidelines regarding uniforms and personal hygiene
- Attends all the trainings as per directed by the supervisors

DETAILS

- Share accommodation from 2 to 4 persons (NO mix gender)
- Internship agreement mandatory
- 4 to 5 months internship
- Full time: 48h/week (6 working days/week)
- Benefits: 400 euros/month and full board accommodation
- Languages: English



More information
[here](#)



INTERNSHIP IN FRANCE

Stage tourisme Réceptionniste Alpes

Groupe gestionnaire d'hôtels et résidences en France, recherche des stagiaires en réception pour la saison des sports d'hiver et renforcer l'équipe en poste. Les postes sont à pourvoir dans les principales stations de Ski dans les Alpes.

DESCRIPTION

- Accueil des clients, remise des clés, du linge (kits drap, serviettes de toilette, etc...)
- Accueil téléphonique et prise des réservations des clients
- Informer les clients sur les activités touristiques qui sont possibles dans la région, sur les visites intéressantes à faire, les lieux remarquables, etc. (Rôle de conciergerie)
- Préparation des factures aux départs des clients et procédures de fin de séjour « check-out »
- Encaissement des clients et contrôle de la caisse
- Etat des lieux des appartements (résidences)
- Tenue de la réception
- Aide ponctuelle de l'équipe d'hébergement (sur les autres infrastructures du site)

DETAILS

- Stage de 2 à 4 mois
- Langues: anglais, français
- avantages: logement et 500 euros/mois



More information
[here](#)



INTERNSHIP IN GRAN CANARIAS

Front office internship

Hotels Spa group based in Canarias islands

DESCRIPTION

Front office:

Greet and inform customers on living conditions: rates, benefits

Make reservations, record arrivals and departures / Resolution of complaints

Maintain information materials available to customers /Propose and / or sale of tourist services

Reply to mail, fax, phone / Check or have control rooms (minibar drinks consumed in the "Equipment Loan") / Ensure billing of travel, meals / Accept the bills, payments control deferred

Establish rates / Sales trips

DETAILS

- 4 months or longer
- full time
- language: English
- full board accommodation
- 100 euros/month at the end of the internship



More information
[here](#)



INTERNSHIP IN BARCELONA

Hotel Management

Our partner company is a holiday rental company,
based in Barcelona, Spain.

DESCRIPTION

- Reservations and booking management
- Preparing, serving and clearing after breakfast
- Calling and e-mailing with guests for a variety of reasons, to introduce yourself and build relationship, up sell, get arrival information etc.
- Check ins and check outs, as well as handling customer requests and questions during their stay
- Handling the maintenance and cleaning teams to ensure things are fixed on time and apartments cleaned at the right times
- Sell tickets, experiences, restaurant visits, etc., to our guests
- Preparing apartments for our guests, based on the information we have gathered from them
- Handling different smaller errands for the office or apartments
- Scheduling
- Being sales responsible, and therefore tracking and finding ways for the team to improve
- Being cleaning and maintenance responsible, being on top of the cleaning and maintenance responsible, ensuring we have a quick turnover rate for reported maintenance issues and that all apartments are cleaned to a high standard and on time
- Being check in responsible, ensuring that all of our guests receive the same high service and check in experience personalized for them, and that we keep improving and get even better

BENEFITS

- Work weeks are 40 hours spread over 5 days.
- Working hours will normally be from 10-18, but will also change every now and then to everything from 8-16 to 13- 21. You will earn 2 holidays per month you work with us.
- You are guaranteed 300€/month. An intern earns money on sales and late fees throughout the month.
- Duration: at least 5 Months,
- Start date flexible



More information
[here](#)



INTERNSHIP IN BARCELONA

Marketing Assistant

Our partner is an online travel agency specialized in thematic short breaks in Europe.

DESCRIPTION

In the marketing team your mains tasks will be...

- Community management for Facebook, Twitter, Pinterest.
- Create content for all social media and check the impact of our posts.
- Review of the categories and the landing page in our website with supply team.
- Check offers competitiveness for special launch and operations.
- Competitor analysis
- Copywriting for newsletters, SEA campaign, content for the websites and press operations.
- Improve usability of the company channels
- Using your creativity in writing, image designs and reaching the attention of the target group

REQUIREMENTS

- Excellent written and oral communication and interpersonal skills
- Curious, autonomous and e-commerce oriented.
- Languages
English, Spanish, French, Italian, German, Othe

BENEFITS

- 5- 6 months internship
- Full and progressive training
- Full time from Monday to Friday, 9h to 18h
- 500€ per month



More information
[here](#)



INTERNSHIP IN BERLIN

Business Development

Softwareentwickler für datenbasierte Prozessanalyse - und schon weit vorne mit dabei. Dadurch bieten wir dir zahlreiche Herausforderungen in Bereichen B2B-Sales, Marketing und Finanzierung.

DEINE AUFGABEN

- Zielgruppenorientierte Sales-Maßnahmen entwickeln und umsetzen
- Neue (Online-) Marketingkonzepte entwickeln und testen
- Neue Kundengruppen, mögliche Partner und Use Cases recherchieren
- Enge Zusammenarbeit mit dem Gründungsteam zur Strategieevaluierung

WAS DU MITBRINGST

- Du hast ein gutes Verständnis für oder Interesse an Prozessen und IT
- Du findest kreative Wege um die Anzahl der Leads/Nutzerzahlen zu steigern
- Du schreibst und sprichst fließend Deutsch und Englisch
- Du arbeitest strukturiert, sorgfältig und gerne eigenverantwortlich

WAS WIR DIR BIETEN

- Wertvolle Erfahrungen durch viel Eigenverantwortung und eigene Projekte
- Ein schönes Office in Berlin
- Flexible Arbeitszeiten, Kaffee, Mate...
- Ein ziemlich nettes, internationales Team

DETAILS

- Salary: 600-800 Euro/Month
- Languages: English, German



More information
[here](#)



INTERNSHIP IN MUNICH

Social Media

Our partner creates a great experience and a trusted community where expats feel at home around the world.

DESCRIPTION

About the role:

Are you a student looking to get work experience in the field of social media? We are currently offering an internship in the Content & Communications Department at our partner company, which will provide you with the opportunity to gain insights into the daily work of a social media manager. You will play an important part in maintaining the high quality of our social media posts, interacting with fans and followers and in assisting with new campaigns and projects.

As a Social Media Intern at our partner company, you will be responsible for:

- content calendar management
- searching for relevant content for all channels
- daily monitoring of social media channels
- engagement with our international and well-educated audience
- inter-departmental projects, e.g. launching Instagram

You meet the following requirements:

- university student
- the internship is a compulsory part of your course of studies
- availability for 6-12 months starting in January 2018
- native-speaker level written and spoken English
- fine attention to detail
- ability to work on multiple projects at once

Offer:

- a fast-growing, dynamic company with an international team
- a friendly work atmosphere and the space you need to pursue your own ideas
- regular workshops and lectures about work-related topics and soft skills
- independent projects and training sessions for interns
- weekly team breakfasts, fresh fruit & regular team events
- Salary: 400 euro/month



More information
[here](#)



INTERNSHIP IN LONDON

Group Operations Department

Our partner is a Tour Operator based in London

DESCRIPTION

The intern would assist with some or all of the following duties:

- Sending documentation to suppliers for tour groups, create and update technical itineraries for tour groups, and prepare and send rooming lists to hotels.
- Sending contracts to suppliers.
- In collaboration with different language departments i.e. German, French, Mediterranean, English and Nordics, non-English speakers; trainees assist with ensuring that all Tour guides, coach companies and overseas tour leaders have the necessary and correct documentation in order to manage and run their touring groups effectively.
- Responsible for updating the database with the correct details.
- Responsible for tasks specifically assigned to each individual by the manager apart from shared task within the department
- Help with any admin work as required, sending bookings, amendments and cancellations to UK suppliers
- Daily communication with suppliers - the role is logistics-focused; trainees are required to liaise with the group account handlers and suppliers.
- Ability to manage time effectively and meet deadlines.
- Excellent team work and organisation skills.

Any other duties as assigned from time to time by your Manager or Director

DETAILS

- 4 - 6 months internship
- Full time
- 350 pounds per month per month
- Languages
English and Spanish, French, Italian, German, Other



More information
[here](#)



INTERNSHIP IN MALDIVES ISLANDS

Sales and Marketing

Architecture and construction company,
based in Maldives Islands.

DESCRIPTION

- Develop and maintain sales proposals and collateral, desktop publishing, rate cards, newsletters,
- brochures and many other materials related to marketing
- Execute a wide variety of details that involve direct mail, email broadcast campaigns, outbound
- calls, public relations, customer communications, promotions and other marketing plans
- Develop standardize presentations, sales scripts, proposals, marketing plans, etc.
- Write and maintain contents and provide monthly updates to company website & social media

OTHER COMMENTS

- Resume or Curriculum Vitae
- Letter from university confirming current enrolment and graduation date
- University last transcript (to understand if its a gap year, type of modules and so on)
- Letter of endorsement from a senior faculty member who has directly supervised the student
- Length of Internship - start and end date.
- Personal statement



More information
[here](#)

