



PIC Management Offers

Paid 400 euros guest service internship in Barcelona, Spain

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Location

Barcelona, Spain

Category

Customer relations

Job Type

Internship

Duration of internship

4 to 6 months

Base salary

400 euros/month

Work Hours

40 hours/week

Languages

English (B2), Spanish (B1)

Line of business

short term rental, tourism, real estate

Description

The position is a mix between Front office tasks and general assistant. Your main objective is to provide the best service to the guests that booked a home with the agency.

Responsibilities

Your main responsibilities will be:

- Reception: Check-in / check-out for the different apartments
- Information to customers: what to do, relevant services close to the apartment, public transports...
- Reservations: taking booking, management availability, check rate

- Accounting: assistance to the company's accounting
- General Administration: mail management, supervision of leases, etc.

Company's presentation

Our partner is an air B&B management agency. Their office is located in the heart of Barcelona, not far from the Sagrada Familia. The team, about 10 people, is multicultural and versatile. The clientele is international, so mastering English is essential for them.

Profile required

You are fluent in English, better if an intermediate Spanish level (but no mandatory).

Fast learner and responsible. Business/tourism/languages studies with a first professional experience.

Available for a 4 to 6 months internship with internship agreement.

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. 385 euros for a 3 months internship, 15 euros/additional week
Apply online or send your CV at students@pic-management.com