

## Administration Assistant

- Where? Barcelona, Spain
- When? August/ September 2016
- How long? min. 3 months
- Working hours? part-time



This business group of restaurants is located in the center of Barcelona. It organizes groups for events in haute cuisine restaurants. The restaurants are located near the beach in Barcelona and near the city center. They are organizing business meetings, fashion shows, concerts, gastronomic tastings. We are looking for young people that eager to learn and practice their skills, that are enthusiastic and able to work in the Communication and Management departments.

Please ask you university/ school whether they are willing to sign a internship agreement.

### Your tasks will be:

- Contact with suppliers/ receive goods (not physical ones)
- Pass delivery notes
- Work with Excel/ Word/ etc.
- Administrative tasks
- Your working hours will be Monday-Friday from 9:00 to 12:30

### We are looking for:

- Studies: Marketing/ Communication/ Accounting/ Administration/ etc.
- **English (good), Spanish (good)**
- IT-skills: MS-Office, Internet

### We offer you:

- salary: **200€/month + Food**
- international and laboral experience in the beautiful city Barcelona!

**Apply now!** Don't wait any longer and send us your CV now!

**praktikum@ies-consulting.es** or register online: [http://www.ies-consulting.es/internships/student\\_form.php](http://www.ies-consulting.es/internships/student_form.php)

\* The recruitment process is free. We charge a fee as soon as the company accepts your application.