



# Your Internship Abroad

## Accounting / HR Management in Spain

Where? Barcelona, Spain

When? January 2016

How long? 6 months

Working hours? 40h/week



Its main activity is e-mail marketing, dissemination of emails through different databases. They also offer services of advertising campaigns, SEO, and SEM to other companies. They are located in the heart of Barcelona. They are a young, international, and dynamic team. They mainly look for candidates in their last year of studies, who have the energy, business vision, and desire to continue gaining experience in online marketing and commercial business development. Their main markets are France, Italy, Spain and Poland.

### Your tasks will be:

- Billing our partners.
- Monitoring of receipts and payments.
- Preparation of all documentations and accounting requirements for the agency.
- Customer Contact by telephone and email.
- internal administrative management of the company.
- Human-Resources: Selection and publishing job offers.
- Office Management.

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

### We are looking for:

- **german (native), english and spanish (fluent)**
- studies: Human Resources, Management, Business, Accounting, similar studies.

### We offer you:

- salary: **500€/month**
- international and laboral experience in the beautiful city of Madrid!

**Apply now!** Code: MB16482S 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.

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