

Administration and Business Assistant

Where? Barcelona, Spain

When? January 2017

How long? min. 5 months

Working hours? full-time



Barcelona is a city that does not leave you indifferent: its colours, contrasts and cultures invite you to discover it. This beautiful 2-star hotel boutique allows students to have a truly international experience: located in a quiet residential neighbourhood, it has international clients eager to discover the city. Its team is multicultural and its main customers are business representatives and families of Spanish and French origin. Given the characteristics of the internship, the student will be immersed in the Spanish culture and thus will be able to improve their level of language, and have a quality experience in the world of tourism.

Your tasks will be:

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

- Controlling the incomes, prepare income settlements
- Accounting tasks
- Preparing financial reports
- Hotel Management tasks
- Administrative tasks
- Contact with suppliers/ sending invoices

We are looking for:

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

We offer you:

- salary: **250€/month**
- 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

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