



Your Internship Abroad

Administration and Booking Real Estate Assistant

Where? Barcelona, Spain

When? January 2017

How long? min. 1 months

Working hours? 40h/ week



The tourist apartments rental has become a very important business sector in busy cities like Barcelona, Madrid, or Malaga. The advantage of internships in this company is that it combines two sectors; business and hospitality. You will have the opportunity to be part of a small company, located in the city centre, which will allow you to either live very close to the company or use public transport such as metro or bus. This is a young, dynamic, and committed customer service team. They have clients from all over Europe and America. The company offers the comfort of renting luxuriously furnished vacation apartments in privileged areas of Barcelona.

Your tasks will be:

- prepare allocation of rooms booked by the guest; register the guest's payments for temporary accommodation
- customer support via email, phone and in person at the apartments
- Management of prepaid sales channels, apartment fees and web content. Revenue Management, analysis of competition and their rates.
- Respond to requests and complaints of the guest during their stay. Preparing the documents required to check in (contracts, registration forms, invoices, etc.)

We are looking for:

- studies: Marketing/ Foreign Languages/ Business Administration / Tourism/ Hotel Management
- **English (good knowledge), German (native)**

We offer you:

- salary: **400€/month** + transportation ticket
- international and laboral experience in the beautiful city Barcelona

Apply now! Don't wait any longer and send us your CV now! Code: EK12340S

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.

Linda Maria Mrugalla
Human Resources
IES Consulting



C/ Ávila 138
08018 Barcelona
Tel: ESP +34 93 178 59 66 GER +49 3021780023