

## Booking assistant in BARCELONA

WHERE? Barcelona, Spain

WHEN? Position available all year

DURATION: minimum 3 months

HOW MANY HOURS? Full-time, 40h/week



This is a fast growing company offers luxury properties for rent to its exclusive clients. If you want to develop your online marketing skills, be part of a young and international talented team and enjoy Barcelona's fabulous life, this is your chance.

### The tasks are varied:

- Put all reservations into computer system.
- Be sure to keep the files perfectly organised
- Answer phones and emails: information about the prices, availability and conditions for international and domestic entrepreneurs.
- Researching, writing and editing content for online publication, creating content for social media, blogs,;
- Administrative tasks and providing general support to both customer service and marketing teams.

Before you start recruitment process, please check with your school if they would accept UNIVERSITY AGREEMENT which needs to be signed at the end of recruitment process.

### We are looking for:

- Studies: Marketing, Commerce, Administration, Tourism
- Languages: **HIGH ENGLISH + INTERMEDIATE SPANISH**

### We offer:

- Remuneration: **400€/month**
- Interesting tasks, international and pleasant work environment

**APPLY NOW!** Please send us your CV in English or Spanish to

**[interns@ies-consulting.es](mailto:interns@ies-consulting.es)** with the title [Booking Assistant BCN](#)

\* Our recruitment process is free. Only if you get accepted and the company confirms your application, we will require an administration fee. All our internships provide salary, so we guarantee that costs of the service will pay off.