

1244 - Marketing + Administration + Finance Internship in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	Spanish (Advanced) and English (Native)
Fields:	Copywriting, E-commerce, Economics/Finance, Finance, Marketing, SEO, Social Media and Translator
Extra benefits:	Salary of 300-400€.

Description:

Our collaborator is specialized in providing corporations with equipment for their telecommunication activities. They take great pride in the ongoing training of their employees, which results in excellent customer service. Currently they are active in multiple countries and are very motivated to grow even bigger! This is an excellent position for a native English speaker looking for an internship in Spain. Based in our multi-lingual office in Barcelona, you will provide key support in the online promotion and marketing of our products to the UK market. A perfect opportunity to experience what it is like to work in a ambitious, efficient team!

Tasks:

- Credit control
- Raise and send invoices
- Call clients and collect overdue payments
- Prepare monthly report and debt situation
- Reconcile bank transfer to client accounts
- Check stock availability
- Call clients and confirm orders
- Process web orders and payments
- Handle customer queries with regards to returned items
- Book return items into system
- The writing/translation of web content (from Spanish and/or French)
- Creating and monitoring product promotions on our website
- Improving the presentation of our products via our website in order to maximize web orders
- Assisting in the online capture of leads
- Assisting at times with search engine optimization (training provided), email marketing, competitor analysis and PPC campaigns

Requirements:

- Proficient level of English
- Advanced level of Spanish (French is a plus)
- Excellent written expression
- Capable of writing web copy and technical texts
- Studies related to marketing, communication or electronics
- Motivated and conscientious with a can-do attitude