

FRONT DESK OPERATIONS INTERNSHIP IN VALENCIA SPAIN

DESCRIPTION OF THE COMPANY:

Spanish company that provides services to the merchant ships inside the port of Valencia. The company counts with more than 30 years of experience, and so it is at the outset of maritime traveler customer service in Spain.

DURATION: 2 months

START DATE: 6th January, 2020

REQUIREMENTS: A person who likes to work in an international team

RECOMMENDATIONS:

We are in the port area of Valencia and we work with ships, so we value positively knowledge of logistics or experience in maritime issues.

Knowledge of Spanish language is an asset but not a requirement for the offer.

We value positively if you have knowledge or experience in accounting and/or digital marketing.

TASKS:

- Advising customers on products and services available
- Maintain communication with the customer by phone, through email and in person
- Help managing the contact database and assist with leads generation activities
- Help directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling
- Preparation of marketing material
- Customer support and business development
- Generating a database of new clients

WORKING HOURS: 20 hours per week

LANGUAGES: English (at least B2)