

MANAGEMENT OPERATIONS INTERNSHIP IN VALENCIA SPAIN

DESCRIPTION OF THE COMPANY:

Spanish company with office in Valencia specialized in renting motorbikes for hours or days with a personalized tourist assistance which will help its customers to benefit from pleasant and professional experience.

DURATION: 2 months

REQUIREMENTS: Proactive and social personality. Polite skills with clients.

RECOMMENDATIONS: Basic knowledge of digital marketing and social media tools. Experience in front desk operations.

TASKS:

- Assist with team decision making
- Advising customers on products and services available
- Collect and analyse user feedback
- Contract files and record keeping
- Apply business development and marketing strategies in order to attract new clients
- Maintain and develop customer relationships in person, by phone and through email
- Communicating a range of information on itineraries, destinations and cultural attractions.
- Planning and organising events
- Writing for web pages and blogs, and potentially also for social media, e-books, slogans, and video script
- Work with corporative tools (CRM, e-mail, phone, social media)

WORKING HOURS: 20 hours per week

LANGUAGES: English (at least B2)