

INTERN AT BARCELONA VIBES

Your Internship at Barcelona Vibes



BARCELONA VIBES
TRAVEL EXPERTS

PRESENTATION DESCRIPTION

WHAT WE'RE COVERING

In this presentation, you will find all the information regarding your internship at Belgrade Vibes.

We have different tasks in our company, all based on your studies and field of interest.

- Social Media
- Team
- Daily responsibilities
- Neighbourhood/transport



Social Media

Barcelona Vibes is the main company, but we also have Madrid Vibes and Belgrade Vibes

You will help us with the Social Media for Barcelona, Madrid and Belgrade vibes.

The tasks will be about making posts, stories and writing articles for all social media platforms. Create content and engage and connect with new potential clients.

We have some different Social Media channels, think about

- Instagram
- Facebook
- LinkedIn

When you are doing your internship at Barcelona Vibes, you will also work for Madrid and Belgrade Vibes.



Team

Barcelona Vibes is an incoming travel agency and event organizer working in Barcelona for over 15 years. the company has been constantly growing and we have opened an office in Madrid and another in Belgrade, Serbia.

We are specialised in group requests and offering tailor made solutions for our clients.

Office

The office is currently based in the Poblenou district, one of the most dynamic areas of Barcelona. We are working usually from our office, but we do have flexibility for remote working under certain conditions. The office is furnished with all amenities and also has a terrace.

Interns

Interns have been a key part of our success as a company. We collaborate with different universities in Europe, and we actively participating in the formation and professional development of the students. As an intern, you spend time getting to know the company and understanding how a small company functions. We want to teach you with the team everything about project management, event management, marketing, communication and social media. After an internship at our company, we are confident that the interns will be able to handle entire projects from the beginning until the end. We are a young and enthusiastic team and we are looking for students who are willing to learn.



Tasks and Allowances

Daily Responsibilities:

- Keep the database up-to-date
- Participate in the workflow
- Assist the managers with their projects
- Research new providers such as hotels, restaurants, tours, team building activities, etc.
- Contact with providers and clients
- Create Canva documents for the activity proposals
- Prepare hotel quotations
- Handle the social media



Allowances:

- mandatory knowledge of English (other languages are also welcome)
- minimum 3 months of internship
- non-retributed internship
- paid transportation
- bonuses for tasks during events (optional)



A day in the life of an Intern

Daily Responsibilities:

- Make sure all responses from providers are organized into Google Drive
- Research new providers such as hotels, restaurants, tours, team building activities, etc.
- Send emails requesting information from providers
- Create Canva documents to present information to the clients
- Ensure social media is up-to-date and active



Neighbourhood / Transport

Barcelona Vibes has an office what is located in Poblenou. The address is C. de Pallars, 141, 08018 Barcelona

El Poblenou is a vast district with hip cafes and tapas bars along Rambla de Poblenou boulevard, and converted factories housing tech offices and design showrooms. Sights around Plaça de les Glòries Catalanes include Els Encants flea market, futuristic Barcelona Design Museum and the Torre Agbar skyscraper, designed by Jean Nouvel. Dotted with ice-cream vendors, Bogatell Beach is a popular spot for volleyball.

The Barcelona metro is modern, efficient and easy to use. Trains run frequently throughout the day, and you seldom have to wait more than a few minutes.

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FOR INQUIRIES
AND QUESTIONS

ADDRESS

Carrer Pallars 141, 7E,
08018 Barcelona,
Spain

EMAIL ADDRESS

info@barcelonavibes.com

PHONE NUMBER

+34 930 157 151



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