

# INTERNSHIP ABROAD

New Internship offers available



## How to apply?

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PIC Management is the partner of students, searching for an internship abroad.

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The best time to apply for your internship in 2018 is now! Don't miss the chance and have a look at our offers.

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There are several ways to apply for an internship with PIC Management.

- 1) Apply on our [website](#)
- 2) Send your CV to [students@pic-management.com](mailto:students@pic-management.com)
- 3) Contact us on Social media



# INTERNSHIP IN THE UNITED KINGDOM

## Business development internship German native

Our partner is a tour operator based in London, Edinburgh and Dublin.

### DESCRIPTION

The intern would assist with some or all of the following duties:

- Help to develop and maintain strong relationships with both existing and potential new clients.
- Preparation and costing of proposed client group and series programmes.
- Full utilisation of the system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected on the system.
- Help preparing material for any agreed sales and marketing activities.
- Help with any admin work needed during quotation/follow up/confirmation process.
- Help with contacting suppliers in relation to availabilities, rates, information.
- Research markets, clients, programs as the need arises and as assigned by your Manager/ Director.
- The position may also extend to cover support in any of the Company's other departments as the need arises.

### DETAILS

Languages: English and German native

Duration: 4 to 6 months

Salary: 350 pounds per month



More information  
[here](#)



# INTERNSHIP IN THE UNITED KINGDOM

## Customer Service internship German native

Our partner is a tour operator based in London, Edinburgh and Dublin.

### DESCRIPTION

The intern would assist with some or all of the following duties:

- Help developing and maintaining strong relationships with both existing & potential suppliers.
- Daily communication with suppliers, both in Ireland and in Scotland will be a requirement of the role and thus fluency in the relevant language(s) is required.
- The role involves the co-ordination of a variety of arrangements for tour groups within specific time restrictions –making reservations, creating & updating group itineraries, making required amendments when changes to the clients programme occur, communication with tour guides and coach companies etc.
- Full utilisation of the tourism software system to generate all supplier communications, also ensuring that the confirmed proposal is accurately reflected in the software thereby facilitating a smooth and accurate accounting process.
- The position may also extend to cover support in any of the Company's other departments as the need arises.

### DETAILS

Languages: English and German native

Duration: 4 to 6 months

Salary: 350 pounds per month



More information  
[here](#)



# INTERNSHIP IN LONDON

## Group Operations Department

Our partner is a Tour Operator based in London

### DESCRIPTION

The intern would assist with some or all of the following duties:

- Sending documentation to suppliers for tour groups, create and update technical itineraries for tour groups, and prepare and send rooming lists to hotels.
- Sending contracts to suppliers.
- In collaboration with different language departments i.e. German, French, Mediterranean, English and Nordics, non-English speakers; trainees assist with ensuring that all Tour guides, coach companies and overseas tour leaders have the necessary and correct documentation in order to manage and run their touring groups effectively.
- Responsible for updating the database with the correct details.
- Responsible for tasks specifically assigned to each individual by the manager apart from shared task within the department
- Help with any admin work as required, sending bookings, amendments and cancellations to UK suppliers
- Daily communication with suppliers - the role is logistics-focused; trainees are required to liaise with the group account handlers and suppliers.
- Ability to manage time effectively and meet deadlines.
- Excellent team work and organisation skills.

Any other duties as assigned from time to time by your Manager or Director

### DETAILS

- 4 - 6 months internship
- Full time
- 350 pounds per month per month
- Languages  
English and Spanish, French, Italian, German, Other



More information  
[here](#)



# INTERNSHIP IN GREECE

## Hospitality internship in Guest Service

Our partner is a famous luxury Hotels and Resorts group in Greece and Cyprus.

### DESCRIPTION

- Getting trained on all front office functions
- Attending visitors, and handling their queries and any possible complaint
- Attending phone calls, and forwarding them to the concerned people
- Receiving couriers and forwarding them to the addressed people
- Maintaining the visitors' record
- Allotting the sessions and appointment time with the authorities to the clients
- Managing all the necessary preparations for important events and conventions
- Checking and replying to emails
- Welcome, check in and check out guests/groups
- Night Audit
- Coordinate and maintain inter-communication between various departments
- Focusing on providing customer-oriented services and fulfillment
- Follows company guidelines regarding uniforms and personal hygiene
- Attends all the trainings as per directed by the supervisors

### DETAILS

- Share accommodation from 2 to 4 persons (NO mix gender)
- Internship agreement mandatory
- 4 to 5 months internship
- Full time: 48h/week (6 working days/week)
- Benefits: 400 euros/month and full board accommodation
- Languages: English



More information  
[here](#)



# INTERNSHIP IN MEXICO

## Sales and events internship

Luxury hotel based in Riviera Maya, Mexico

### DESCRIPTION

- Commercial Department and events
- Organization of corporate events management for Meetings or the individual (weddings, celebrations ...)/Sending quotes, contracts, invoices/ Reception calls
- Administrative tasks: billing, archives, internal documentation /Visits with internal clients (companies and individuals) /Marketing and Advertising.
- Pack office or notions of advertising programs / Action Plans Commercial/ Welcome customers at restaurant in lunch time.
- Coordination with other departments / Contact Customer /Management of suggestions and complaints

### DETAILS

- 4 to 6 months internship
- English fluent and intermediate Spanish
- Benefits: accommodation and 1 meal/day



More information  
[here](#)



# INTERNSHIP IN MEXICO

## Assistant Human Resources and Communication

### COMPANY DESCRIPTION

PIC Management is start-up of the human resources sector, based in Saltillo, North of Mexico. Our project was born from the established observation of the difficult integration for young people in the workplace. PIC Management is the partner of students, candidates looking for career progression, and employers seeking the best collaborator. To get it, we have established various recruitment and placement services.

### TASKS

Your tasks and responsibilities will be:

Communication:

work with universities and schools in order to promote our services.

Social Media: manage social media interactions in your native language/target. If you feel as a writer, you also be very welcome to redact some posts for our Blog.

Recruitment:

Publication of vacancies, capture candidates, evaluation of applications, setting up interviews, administrative management, relocation of candidates, increase number of applications.

### YOUR PROFILE

- Rigorous, independent and careful
- You are a team worker and you are strength of ideas and initiative
- Good negotiator and listening to customers
- Native language can be Italian or from East European countries, excellent English, basic Spanish.
- 5 or 6 months internship
- We provide: Housed in a shared apartment, pick-up at Monterrey airport, bonus according to evolution during the internship.



More information  
[here](#)



# INTERNSHIP IN BARCELONA

## Customer Service and Marketing

Our partner is an long and short time rental company,  
located in Barcelona, Spain.

### DESCRIPTION

- Responding to incoming client enquiries, mainly by e-mail and via phone
- Assisting clients with check-ins
- Researching, writing and editing content for online publication
- Creating content for social media, blogs, magazines and more
- Translation of texts from English (or Spanish occasionally) to native language
- Administrative tasks and providing general support to both customer service and marketing teams

### BENEFITS

- German native with excellent English mandatory
- Internship agreement
- Available for 3 to 6 months
- 400 euros/month
- Coffee, snacks & fresh Fruit. Free yoga classes every week at the office.
- Working hours: Monday-Friday 30 hours/week



More information  
[here](#)





# INTERNSHIP IN BARCELONA

## Hotel Management

Our partner company is a holiday rental company,  
based in Barcelona, Spain.

### DESCRIPTION

- Reservations and booking management
- Preparing, serving and clearing after breakfast
- Calling and e-mailing with guests for a variety of reasons, to introduce yourself and build relationship, up sell, get arrival information etc.
- Check ins and check outs, as well as handling customer requests and questions during their stay
- Handling the maintenance and cleaning teams to ensure things are fixed on time and apartments cleaned at the right times
- Sell tickets, experiences, restaurant visits, etc., to our guests
- Preparing apartments for our guests, based on the information we have gathered from them
- Handling different smaller errands for the office or apartments
- Scheduling
- Being sales responsible, and therefore tracking and finding ways for the team to improve
- Being cleaning and maintenance responsible, being on top of the cleaning and maintenance responsible, ensuring we have a quick turnover rate for reported maintenance issues and that all apartments are cleaned to a high standard and on time
- Being check in responsible, ensuring that all of our guests receive the same high service and check in experience personalized for them, and that we keep improving and get even better

### BENEFITS

- Work weeks are 40 hours spread over 5 days.
- Working hours will normally be from 10-18, but will also change every now and then to everything from 8-16 to 13- 21. You will earn 2 holidays per month you work with us.
- You are guaranteed 300€/month. An intern earns money on sales and late fees throughout the month.
- Duration: at least 5 Months,
- Start date flexible



More information  
[here](#)



# INTERNSHIP IN BARCELONA

## Customer Service and Sales

Our partner is a renting scooters company

### DESCRIPTION

- Booking Management: Online, Phone, Face-to-face
- Reception of clients: Orientation / presentation of products, Contract of rent
- Tourism information to customers and experience planning
- Explanation of safety rules and basic driving rule
- Customer management:
- Tourism information during the stay
- Assistance to the needs of the client, Closing contract, bond return, Fleet control

### REQUIREMENTS

- 4 to 6 months
- You have to speak 3 European languages (including your native one)
- English, Spanish, German. French, Italian others
- 400 euros/month
- Start: May 2018

# INTERNSHIP IN COLOGNE

## Business Strategy Praktikum

Sie sind Spezialist für Apps und Webanwendungen mit über 110 erfolgreichen Projekten für mehr als 65 nationale und internationale Kunden einer der führenden Anbieter im Smart Energy- und IoT-Bereich. Mit kreativen und motivierten Mitarbeitern entwickeln sie ihre innovativen Produkte stetig weiter und verwirklichen ihr starkes Wachstumspotential.

### BESCHREIBUNG

#### Aufgaben:

Du arbeitest direkt mit unserem CEO an der strategischen Entwicklung unseres Unternehmens

Du führst Wettbewerbsanalysen in unseren Bereichen Smart Energy und IoT durch

Du evaluierst neue Technologien

Du spürst aktuelle Trends auf

Du übernimmst Projektverantwortung und präsentierst Deine Ergebnisse und Ideen

#### Profil:

Du studierst Wirtschafts- oder Kommunikationswissenschaften bzw. ein vergleichbares Fach mit über-durchschnittlichem Erfolg

Du besitzt eine analytische Denkweise

Du arbeitest sorgfältig, systematisch und zielorientiert

Eigeninitiative und Organisationstalent zeichnen Dich aus

Du verfügst über hervorragende Deutsch- und sehr gute Englischkenntnisse sowie gute Kenntnisse der gängigen MS Office Anwendungen

#### Was dir geboten wird:

Professionelle Betreuung und wöchentlicher Austausch mit unserem CEO

Tolles Team mit freundlichen und offenen Kollegen mit exzellenten Kickerkenntnissen

Selbstständiges und eigenverantwortliches Arbeiten mit viel Raum für Eigeninitiative

Faires Gehalt in Abhängigkeit von deiner Qualifikation, mindestens 600€ im Monat

3 monatiges Praktikum

Sprachen: Englisch und Deutsch



More information  
[here](#)

