

HOST ORGANISATION INFORMATION	
Name of the company	Black and White home S.L.
Address	Carrer Passeig Picasso 38 bis. Local 4.
City	Barcelona
Country	Spain
Website	www.blackandwhitehome.com
Short information about the company	<p>Black and white home is a company from Barcelona, created to give response to the increasing demand of short-term renting apartments, giving priority to excellence. Black and white home has been founded by a team of professionals with wide experience.</p> <p>All the apartments reach quality standards offering the best services with the objective that the guests feel like at home.</p> <p>The apartments are located in different neighborhoods of Barcelona (Ciutat Vella, Gràcia, Montjuïc and Poble Nou) and combine the interesting cultural and gastronomical offer with an historical character, and located near the main monumental attractions of the</p>

ERASMUS+ PLACEMENT INFORMATION	
Sector	Tourism and Hospitality / Business Management
Function	International business assistant Traineeship
Description of activities	<p>Tasks planned during the internship:</p> <ul style="list-style-type: none"> • Elaboration of business plans as cost analysis and treasury forecasts • Market research implementation • Attend to business meetings and visiting clients • Direct support in strategic consulting tasks in several projects: fashion, fitness and beauty • Collaborate in day-to-day tasks from different business areas such as: social networks, management of reviews. • Back office tasks as file management, maintain a good relationship with suppliers and support with negotiations • Marketing and advertising implementation: Create advertising content, assisting in the publishing of apartments and products on internet, collaboration on web projects and implementation of management tools (PMS, Channel Manager, ...)
Placement duration	Minimum 3 months.
Beginning of training	Flexible start date
Weekly working hours	40h per week Tuesday to Saturday from 09:00am to 18:00pm (Schedule may vary depending on workload)
Accommodation	Not provided
Financial support	400€

REQUIREMENTS	
Educational background	Business /Project Management / International Relations
Experience requirements	Preferably experience creating business and marketing plans. Finance knowledge and good command of cash inflows, outflows and balances
Language competences	English High level , Fluent in Spanish.
IT Competences	Good working knowledge of Microsoft Windows software
Social competences	Very organized, excellent presence, discipline, flexibility, customer oriented, good people skills, ability to communicate, a lot of work capacity and desire.
Contact	educaops@gmail.com