

ERASMUS internships offer by the consortium EDUCA

Dpointgroup

EMPLOYER INFORMATION	
Receiving organization (name, address)	Dpointgroup, Carrer de Pere IV, 51, floor 4, office 1, (08018), Barcelona, Spain.
Short Description of the organization/company	We are a group of companies with headquarters in Barcelona, Spain. Our core business is providing b2b services and solutions. We supply different Business Solutions: Online marketing/SEO, advertising giant products and services for events, recruitment and training, website and multimedia creation.
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Barcelona, Provincia de Barcelona
Description of activities the student will be involved in	<p>Human Resources:</p> <ul style="list-style-type: none"> ✓ Rrecruiting staff - this includes developing job descriptions and person specifications, preparing job advertisements, ✓ Checking application forms, ✓ Shortlisting, ✓ Interviewing and selecting candidates, ✓ Preparing staff handbooks; ✓ Advising on pay and other remuneration issues, including promotion and benefits. <p>Legal Department:</p> <ul style="list-style-type: none"> ✓ Write terms and conditions of websites ✓ Write contracts with suppliers and clients ✓ Analyse the content of our websites whether they are legally correct ✓ Website disclaimers ✓ Analyse the image rights for all the websites' photos and logos <p>Marketing and Sales:</p> <ul style="list-style-type: none"> ✓ Online Marketing, Community Management ✓ SEO, SMM ✓ Sales, ✓ Client Propection, ✓ Build client relationship, ✓ Develop New Markets

	<p>Logistics Department:</p> <ul style="list-style-type: none"> ✓ Manage the storage ✓ Update the inventory of the existing properties and offices ✓ Organize new purchases ✓ Organize deliveries of products to clients <p>Business Development:</p> <ul style="list-style-type: none"> ✓ Develop New International Markets ✓ Client Prospection ✓ Build Client Relationship <p>The intern will have to deal with B to B inquiries of our giant advertising products from our international clients over Europe and the Americas.</p> <p>Web Development:</p> <ul style="list-style-type: none"> ✓ Develop New Websites and Blogs ✓ Edit Existing Web sites and Blogs ✓ Web Marketing ✓ Update our websites and Blogs, create new sections <p>Tourism Management:</p> <ul style="list-style-type: none"> ✓ Manage and Creation of tours, activities, conferences and events ✓ The intern is expected to be innovate and create new services for our clients and manage the existing ones <p>Programming Department:</p> <ul style="list-style-type: none"> ✓ Programming Services for our Websites ✓ The intern will have to update/create websites/mobile applications ✓ Develop our start up's ideas and projects samples and participate in our own projects and partner projects <p>Event Management:</p> <ul style="list-style-type: none"> ✓ Manage and Create New Events, Outdoor, Conferences, Sport Events. ✓ The intern is expected to innovate and create new services for events to offer and manage the existing requests of services for events <p>Finance/Accountancy:</p> <ul style="list-style-type: none"> ✓ Assist with month-end financial reports ✓ Management of internal risks ✓ Post journal entries ✓ Help with accounts receivables ✓ Payable and bank statement reconciliation ✓ Balance sheet analysis
Department / Function	Marketing and Sales, Human Resources, Business Development, Web Development, Legal, Logistics, Finance/Accountancy, Event Management,

	Programming, Toursim Management.
Duration	2 - 6 months
Working Hours/Weekly Hours	Full time and part time
Help with finding Accommodation or any other Contributions or help from the organization	Help with finding accommodation
Other	-

REQUIREMENTS	
Trainee	Student, graduate
Computer skills	Basic
Oral and written language skills	Yes
Drivers license	No
Other requirements	English spoken
Work areas	<p>The intern should at least have basic knowledge of the department(s) he/she chooses to work in:</p> <ul style="list-style-type: none"> ✓ Marketing and Sales ✓ Human Resources ✓ Business Development ✓ Web Development ✓ Legal ✓ Logistics ✓ Finance/Accountancy ✓ Event Management ✓ Programming ✓ Toursim Management

Experience of our participants are found on our website www.educaops.eu
For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.