



# Digital Demand – D2

Position – Project Manager

Madrid, 2018

We are currently seeking to recruit an intern to join Digital Demand – D2 in Madrid, Spain, as a Project Manager. The intern should be a master student (or recent graduate), ideally with a Business Administration or Project Management background.

If you are a hardworking, committed and highly motivated person, responsible and able to take initiative contact us!

Position	Earliest Internship Starting Date	Duration
Project Manager	November 2018	5-6 months

### 1. Job Description

The tasks of the Project Manager position may include:

- a) Managing multiple projects simultaneously.
- b) Leading complex internal and external projects with team sizes ranging from 2-10 people.
- c) Facilitating project meetings and communicating ongoing project statuses to top management.
- d) Managing and planning deadlines and tasks for other team members.
- e) Clarifying and communicating project objectives and success criteria.
- f) Managing progress and quality reviews of projects, actively sharing knowledge and learning from project experiences.
- g) Managing documentation (e.g., project plans and templates, databases, new/updated processes).

### 2. Requirements

- a) Strong organisational, analytical and problem-solving skills, with a proven ability to meet deadlines and give attention to detail.
- b) Fluent in speaking, reading and writing in English.
- c) Excellent relationship management skills, as well as strong leadership and team management skills.
- d) An excellent working knowledge of Microsoft Office Word, Excel and PowerPoint packages.

### 3. Desired Skills from you

- a) Accountability, proactivity, good communication skills, and enthusiasm.
- b) Experience in managing multiple projects simultaneously (preferably in an integrated program).
- c) Ability to work with little supervision in a very dynamic and deadline-sensitive work environment.
- d) Knowledge of SQL, VBA, or other program language will be considered as an advantage.

### 4. Formal Requirements

- a) The general requirement for all interns is to have a university-internship agreement with Digital Demand – D2 (Agreement provided by your university or any internship program such as Erasmus+).
- b) Valid health insurance coverage for the entire duration of the internship.
- c) Own laptop with Microsoft office programs (Excel, Word, PowerPoint).
- d) Minimum duration of internship is 3 months.

### 5. What we offer

- a) Personal development - we provide a chance for our interns to face a real challenge. Interns work on the front line of projects and are given a lot of responsibility, which greatly enriches their skills and CVs.
- b) We give the opportunity to experience work in an international Big data company, in a multicultural environment.



- c) Each intern gets an evaluation certificate describing the tasks, achievements, and final grade, which will help you in your job search. If the intern gets a high grade in the evaluation, he or she will receive a letter of recommendation signed by the Managing director, which will be extremely valuable for job and university applications. In addition, Digital Demand – D2 is always happy to give references for interns who demonstrated great results. An exceptionally high percentage of the interns, who received a recommendation letter from the Managing director, get a job thanks to experience and references obtained at Digital Demand – D2.

## 6. How to apply

Send an email to [educaops@gmail.com](mailto:educaops@gmail.com) with a **CV** and **Cover Letter** attached.

## 7. About Digital Demand – D2

Digital Demand – D2© is a Big Data company that provides analytic insights and intelligence about Countries, Regions and Cities.

Our proprietary software reveals the appeal by gathering all searches performed on a global level towards Countries, Regions and Cities. Every year, we publish the Digital Country and Digital City Indexes which measure the interest and performance of countries and cities in the areas of Tourism, Investment, Export, Talent and National Prominence.

The World Economic Forum includes Digital Demand - D2© data in their Travel and Tourism Competitiveness Index 2017 edition as a source to assess global touristic appeal.

Since 2014, the Digital Demand- D2© tool has been used by over 20 organizations.

Please visit <http://www.d2digitaldemand.com/> for more information.