

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Apartments Rent The Sun and More S.L.
Address	Carrer de Aribau 318
Postal Code	08006
City	Barcelona
Country	Spain
Telephone	+34 668-803-551
Fax	+34 933-964-553
E-mail	info@rentthesun.com
Website	http://www.rentthesun.com
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	Small
Year of foundation	2004
Short Description of the Company	We offer short term apartment rentals in Barcelona, Costa Brava, Madrid, Rome, Florence, Venice, Lisbon. We are also managing apartments in Barcelona.
Other	

CONTACT PERSON DETAILES	
Name	Enrique Alcantara
Department / Function	Director
Direct telephone number	+34 668-803-551
Direct mobile	+34 668-803-551
Direct e-mail address	info@rentthesun.com

PLACEMENT INFORMATION	
Department / Function	Intern
Description of activities	<ul style="list-style-type: none"> • Management of customer service • Making offers for a customers • E-commerce • Developing contents • Preparing marketing projects • Preparing offers for a customers and controlling quality of service • Participation in marketing projects • Assisting clients with their check in at apartments • Bookings management • Social media management • Internet advertising
Duration	3-12 months
Working hours / Weekly working hours	35
City	Barcelona
Help with finding accommodation	No
Financial contribution	Yes (150 euro/ month)
Other	Placement from January. Application process ongoing

REQUIREMENTS	
Oral and written language skills	English- fluent Russian/French/Spanish is not required, but it is advantage
Field of study	Marketing/Business/Economy/Tourism
Computer skills	Competence with Microsoft Office
Other	Responsible, organized, social skills, motivated, capable of working in a team.