



Wyższa Szkoła Ekonomiczna w Białymstoku  
Biuro Karier  
Agencja Zatrudnienia (nr rejestru 376)  
(nr oferty stażu 2/23)

## **Business Development**

[WWW.DPOINTGROUP.COM](http://WWW.DPOINTGROUP.COM) IS SEARCHING FOR INTERNS IN BUSINESS DEVELOPMENT IN BARCELONA OR ONLINE/ REMOTELY!

Main tasks for the Business Development Internship:

- Develop New International Markets,
- Client Prospection,
- Build Client Relationship

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.

Required profile for the Business Development Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **MARKETING**

[WWW.DPOINTGROUP.COM](http://WWW.DPOINTGROUP.COM) IS SEARCHING FOR INTERNS IN MARKETING IN BARCELONA OR ONLINE/ REMOTELY!

Main tasks for a Marketing internship:

- marketing online,
- blogging,
- community management,
- sale
- offline Marketing

The intern will be trained in order to perform different marketing campaigns using google adwords, wordpress, facebook, twitter and social media managers as well as viral video campaigns on you tube and other medias in order to increase the promotion of our products and services.

Required profile for a Marketing internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **HOSPITALITY**

[WWW.DPOINTGROUP.COM](http://WWW.DPOINTGROUP.COM) IS SEARCHING FOR INTERNS IN HOSPITALITY DEPARTMENT IN BARCELONA OR ONLINE/ REMOTELY!

Main tasks for the Hospitality Internship:

- Front Desk
- Organizing Daily Schedule



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- The intern will be taking care of the coordination of several hotel bookings in behalf of our clients and helping them with their requirements.

Required profile for the Hospitality Internship: English and Spanish spoken is a plus

Remuneration (if any): none

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **WEB DEVELOPMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN WEB DEVELOPMENT DEPARTMENT IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the Web development Internship:

- Develop New Websites and Existing Web sites,
- Web Marketing,
- Quotation of web solutions to our clients.
- Improve the web and app security and plugins
- Data Science Analysis, Machine learning

The intern will have to update our websites, create new sections and create new websites for us and our clients.

Required profile for the Web development Internship: English and Spanish spoken is a plus, Manage of php, wordpress, html

Remuneration (if any): none, % of the income we may have for his web development tasks

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **TOURISM MANAGEMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN TOURISM MANAGEMENT DEPARTMENT IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the Tourism Management Internship:

- 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.

Required profile for the Tourism Management Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)



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## **PROGRAMMING**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN PROGRAMMING DEPARTMENT IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the Programming Internship:

- Programming Services for our Websites,
- Quotation of Programming Solutions to our Clients.

The intern will have to update our websites, mobile applications, develop our start-ups ideas and projects samples, and participate in our own projects and clients' projects.

Required profile for the Programming Internship: English and Spanish spoken is a plus, Manage of Joomla or Drupal, Knowledge of Mobile Application Creation  
Remuneration (if any): none, % of the income we may have for his programming tasks

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **HUMAN RESOURCES**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN HUMAN RESOURCES IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the HR internship:

- Recruitment campaigns,
- Interview new applicants,
- Post New Positions,
- help new interns and part time employees with their schedule and tasks

The intern will be trained in order to perform all the tasks mentioned before. Resources and information of the company will be supply to the intern to succeed in his missions.

Required profile for the HR Internship: English and Spanish spoken is a plus

Remuneration (if any): none

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **EVENT MANAGEMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN EVENT MANAGEMENT IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the Event Management Internship:

- Manage and Creating New Events in our Venue or Outdoor, Conferences, Sport Events.



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- The intern is expected to innovate and create new events for our clients and manage the existing requests of services for events that we usually have.

Required profile for the Event Management Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **LEGAL DEPARTMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN LEGAL DEPARTMENT IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the Legal department Internship:

- write terms and conditions of websites
- write contracts with suppliers and clients
- analyse the content of our websites whether they are legally correct
- contact with embassies for VISA process for our new non-European interns
- website disclaimers
- analyse the image rights for all the websites' photos and logos

Required profile for the Legal department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **LOGISTICS DEPARTMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN LOGISTICS IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the Logistics department Internship:

- manage the storage
- update the inventory of the existing properties and offices
- organize new purchases
- organize deliveries of products to clients
- supply chain management

Required profile for the Legal department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

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## **FINANCIAL/RISK MANAGEMENT DEPARTMENT**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN FINANCIAL/RISK MANAGEMENT IN BARCELONA OR ONLINE/ REMOTELY!**

Tasks for Financial Department:

- Assist with month-end financial reports
- Management of internal risks
- Post journal entries
- Help with accounts receivables
- Payable and bank statement reconciliation
- Assist with internal audits
- Balance sheet analysis
- Work with the finance team on yearly forecast plan

Tasks for Risk Management Department:

- Designing and implementing an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur
- Performing a risk assessment: Analyzing current risks and identifying potential risks that are affecting the company
- Creating business continuity plans to limit risks
- Implementing health and safety measures, and purchasing insurance
- Building risk awareness amongst staff by providing support and training within the company

Required profile for the Financial/Risk Management department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **INTERNATIONAL RELATIONS**

**WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN INTERNATIONAL RELATIONS**

**IN BARCELONA OR ONLINE/ REMOTELY!**

Main tasks for the international relations internship:

- Developing and evaluating issues and initiatives through the study of international policy and standards, overseas developments, and reports
- Formulating policy or program recommendations on assigned programs
- Preparing papers and briefing materials
- Collaborating with foreign counterparts
- Developing and preparing in-depth analyses of assigned issues at the national, regional, and global levels
- Identifying, researching, and developing policy recommendations for reports



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Required profile for the International Relations Internship: English and Spanish spoken is a plus

Remuneration (if any): none

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

## **JOURNALISM**

WWW.DPOINTGROUP.COM IS SEARCHING FOR INTERNS IN **JOURNALISM** IN BARCELONA OR ONLINE/ REMOTELY!

Main tasks for the Journalism internship:

- Write well-constructed articles and blogs based on reliable information
- Show up at related and demanded events and interview the exhibitors and audience for our social media and platforms
- Assist the Media marketing personnel with identifying subjects and drafting press releases

Required profile for the international relations Internship: English and Spanish spoken is a plus

Remuneration (if any): none

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)