



INTERNSHIP OFFER

Job title: Business Management Internship.

Qualification requirements: Undergraduates or graduate students in the following fields of studies: Business Management, Administration, Marketing, HR, Languages, IT, Tourism.

Personal requirements: Good level of English, both verbal and written. Other languages welcome.

Paid or unpaid internship role: Unpaid.

Company information: Secure Accreditation Solutions Technologies Ltd., PASSNFLY, Online Travelling, passnfly.com, Location(s): Carrer Llull 51, 08005 Barcelona, Spain, 15-25 employees, +34 933094869, olga@sast-mfa.com.

Location: Carrer Llull 51, 08005 Barcelona, Spain.

Company reference number: CIF B-65827826

Company description: PASSNFLY is a start-up company founded in 2012 based in central Barcelona, Spain.

PASSNFLY provides a digital solution for checking in to flights. It automatically checks in passengers to their preferred seat and sends the boarding pass to their phone. In this way, the passenger does not have to print out the paperwork, as the boarding pass can be displayed on their phone when they are arriving at the airport. Currently, we are cooperating with more than 200 airlines and still expanding.

We have start-up atmosphere, working as one big team, spending a lot of time together also after work. We have great integration meetings, watching movies or going to the beach. Always celebrating big occasions as Halloween, Christmas or Birthdays. Our team is young, dynamic and international. We are listening to the music in the office and laughing a lot. You will feel like a part of a big family.

Tasks of the internship include:

- Taking care of company's KPIs and system coverage.
- Preparing Reports for the Management
- Collecting documents necessary to sign the contract with employees, interns
- Schedule Management
- Close cooperation with Operations Manager and HR Manager
- Carrying out research within our industry for market competitors, potential products to cross-sell and presenting them to the team.
- Working on operations projects.

- Collaboration with the team to help achieve department and company goals.
- Helping with the product and business development.
- Suggesting improvement to the product and presenting potential projects to move the company forward.
- Working on marketing activities
- Preparing procedures and documents
- Supporting the recruitment of new interns.
- Managing the documents and files
- Organizing team building and special occasions (birthdays etc) events

Skills to be acquired:

- Communication skills (both verbal and written).
- Awareness of business development.
- Collaboration within a team.
- Research skills.
- IT skills.
- Excel skills.

Benefits

- Adventure in amazing Barcelona
- Interesting project
- Possibility to learn and understand how company works
- Young and international team
- Weekly team events
- Every week meeting with manager to receive feedback on your work
- Professional development in dynamic company
- Fruits, snacks and drinks
- Office in the city center, close to the beach

If this appeals to you, please send an email to the following address; internships@sast-mfa.com. Please attach your CV and motivational letter and we will get back to you as soon as possible.