

Business administration Internship BARCELONA (Start-up)

Company profile: <http://passnfly.com>

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. 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 a start-up atmosphere, working as **one big team** and also spending a lot of time together after work. We have great **integration meetings, events** and beach evenings with snacks, drinks and fruits. We are always celebrating big occasions such as Halloween, Christmas or Birthdays. **Our team is young, dynamic and international**. Take this opportunity and become part of our big family!

Our team is looking for an Operations Intern to support us during a period of **minimum 3 months and maximum 12 months**.

As an intern, you will get an insight into a **professional development** in our dynamic company, become part of the team and make valuable contacts. What is working life really like? **Test your dream career** in reality and decide whether it's really right for you.

Sounds good? Please read further!

Job description:

- Beginning into a 2-week software training
- Conduct a variety of general administrative tasks as assigned
- Managing and supervising projects
- Help improve administration procedures
- Assisting the Operations Manager and preparing documents for the management
- Preparing budgets for office equipment and supplies (weekly and monthly)

- Taking care of company's KPIs and system coverage
- Assist with archiving, storage management, and in-house event planning
- Supporting HR interns with team building and special occasions, events (birthdays etc)
- Regular meetings with the manager to receive feedback on your work

Requirements:

- Minimum internship period of 3 months
- Excellent interpersonal, organizational and research skills
- Detail-oriented and team player
- Eager to learn
- Fluent in English
- Providing a Learning Agreement (from your University/Erasmus+/Scholarship)
- Accounting or Business Administration students encouraged to apply

Nice to have:

- Good spoken and written command in other languages

Skills to be acquired:

- Excellent communication skills in English (both verbal and written)
- Great awareness of business development
- Becoming a real team player
- Time management and organizational skills
- Further develop your research skills
- Intensify your Excel skills