



INTERNSHIP OFFER

Job title: Operations/Administration/ Human Resource/IT internship.

Qualification requirements: Undergraduates or graduate students in the following fields of studies: Business Management, Administration, 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: PASSNFLY, Online Travelling, passnfly.com, Location(s): Carrer Llull 51, 08005 Barcelona, Spain, 15-25 employees, +34 933094869, olga@sast-mfa.com.

Company description: PASSNFLY is a start-up company founded in 2012 based in central Barcelona, Spain. The company is present in the online aviation industry and specialises itself in providing automated check-ins for over 200 airlines worldwide. It automatically checks in passengers to their preferred seat and sends the boarding pass to an app on 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.

Location: Carrer Llull 51, 08005 Barcelona, Spain.

Company reference number: CIF B-65827826

Tasks of the internship include:

Marketing & Sales:

- 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 product and business development.
- Suggesting improvement to the product and presenting potential projects to move the company forward.
- Attending meetings to gather an overall awareness of the company and how it operates.
- Customer support.

Administration/Office Management:

- Assistant management and financial planning
- Preparing budgets for office equipment and supplies (weekly and monthly).
- Taking care of company's KPIs and system coverage.
- Preparation of reports for investors using XERO.com and Crunchboards.com
- Preparing Reports for the Management
- Collecting documents necessary to sign the contract with employees, interns
- Schedule Management

Human Resource:

- Helping to schedule external operators' working hours.
- Preparing reports and documents for external operators.
- Recruitment of new interns.
- Collecting documents necessary to sign the contract with employees and interns.
- Organizing teambuilding meetings

IT:

- The Trainee will take responsibility of analytic tasks.
- Elaboration of sub-tasks in the project.
- Diagramming, technical documentation
- Product improvement.
- The Trainee will work in team but also independently.

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
- 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.