

Details internship / job description:

ROLES AVAILABLE

1. Office Coordinator- Learn everything about a company- help us organize!

As an Office Coordinator you will be in direct contact with our clients and owners, which means managing our most important owners and our management contract owners too. For this position you must be detail-oriented, good at multitasking and persistent with good management skills. In addition, you will be in charge of your own schedule, so you need to be organized. You will speak Spanish every day and improve your communication skills. Also, you will learn all aspects of the company, working alongside the general manager and so will have to have a complete overview of all the daily tasks. Note: As an Office Coordinator you will also do some flat finding. Fixed salary and then commission based per flat find. **There are two available positions for this role. Good written and spoken English is necessary for this role.**

Compensation: Fixed salary 200€ / month including 6 flat finds in total plus 10% commission of any deal. You can take all FF coming to our inbox! So this is easy for an office coordinator to achieve.

Office hours: Full time, Monday - Thursday from 09.00 to 17.00 with two late shifts a week (12:00-19:00) and Friday 09-17.00 This position also requires you to work a maximum of two Saturdays per month from 10.00 to 14.00. You will work a maximum of 40 hours a week

2. Rental/ Sales Agent

Working as an intermediary between apartment owners and clients in order to sell or rent properties in Barcelona, often visiting all areas of Barcelona. You will also have to work on other projects, such as flat finding and spend 20% of your time in our marketing department. In addition, you will be in charge of your own schedule, so you need to be detail-oriented and organized. All agents start off doing (and continue to do) sales prospecting to gain insight into the company's work methods, the product we sell and to build up experience for the position of an agent.

You must have a strong conduct of Spanish, both written and spoken. You must be able to work for a minimum of 5 Month. Speaking French is a BONUS.

Compensation: you can choose 100% Commission based, and get up to 25% (starting with 10%) in commission. or

You can get a smaller fixed salary here-But you will need to talk directly to the owner to get this. If you have an IPAD and a computer bring BOTH. These will do you well at this job!

Office hours: Full time, Monday - Thursday from 09.00 to 17.00 with two late shifts a week (12:00-19:00) and Friday 09-17.00 This position also requires you to work a maximum of two Saturdays per month from 10.00 to 14.00. You will work a maximum of 40 hours a week

3. Property researcher

This position requires you to have the confidence to do cold calling to owners of apartments. It is the Sales Prospector's responsibility to find new apartments that fit Casamona's profile every day, in order to increase supply for the amount of demand that we have. This job is exciting, however requires a determinative and innovative approach. **While we expect your Spanish to improve on the job, a good level of written and spoken Spanish is required for this role.** You will also go to Spanish owners' properties, take pictures and talk to them about their apartment, and then publish the flat on our website with a description in Spanish, English and French (we can help you here)

Compensation: You can choose 100% commission and get a higher amount per FF or

You can get a smaller fixed salary. **But you will need to talk directly to the owner to get this.**

Office hours: Full time, Monday - Thursday from 09.00 to 17.00 with two late shifts a week (12:00-19:00) and Friday 09-17.00 This position also requires you to work a maximum of two Saturdays per month from 10.00 to 14.00. You will work a maximum of 40 hours a week

4. Marketing Intern (Writer)

This position involves working in a team on promotion, communication, business relationships and the online presence of Casamona. The role of the Marketing team is to maintain and improve our internal and external image. They take care of the advertisement of our products and services on portals, the functioning of our website, our social media accounts, but also directly in the city of Barcelona by taking part in the city's big events. With various software programmes and advertising portals it will be your responsibility to strengthen Casamona's brand equity and to generate clients. You will have to be social, creative, good writing skills, up-to-date with social media. Any knowledge of SEO will be a bonus! You MUST be good at writing to apply for this position

Please note this position is unpaid but has shorter working hours.

Office hours: Part time, Monday - Thursday from 09.00 to 16.00 and Friday from 10:00 to 17:00. This position also requires you to work a maximum of one Saturday per month from 10.00 to 14.00.

Requirements applicant :

Office Manager:

- Make sure people are on time.
- Organise and lead the morning meeting every morning with Raluca.

- Ensure that people **coordinate their lunch breaks**, visits and time off so there are people in the office - let people know if they are not doing this!
- Have a close relationship with Tine and Raluca so YOU can take over in their absence.
- Make sure our clients coming in to the office are offered water, tea or coffee and make sure the door is always answered by someone.
- Make sure the phone is always answered and the office phones are charged.
- Keep a list of groceries and supplies - ensure someone buys new supplies when we run out.
- You need to help with HR- check recruitment and email our partners every two months. Also go through our sign up places for interns every month.
- Accounting - You need to help with bills and accounting.
- The payment for this position is €200 mits you find 6 apartments a month

Marketing:

- Social Media, Video editing, Photoshop: This position involves working in a team with online promotion, (digital marketing) , writing articles , updating blogs, helping us finding new portals to advertise on and with various software programs, social media. Marketing will help to strengthen Casamona's brand equity and to generate clients.
- IT, SEO: It will be your responsibility to ensure the smooth running of the website and the software Casamona uses. You would also be working regularly with the IT- technician who works outside the office. This position requires good IT- and SEO skills.
- Run the Facebook group: If you speak Spanish, then you can be in charge of handling our Facebook group which groups students together so they can rent out an apartment with us. You will then handle the rental process as a rental agent and receive the same commission as a rental agent would in this case.

Flat Finder/Property Market Researcher:

- We expect you to be able to find 2-3 apartments a week in order to help us get new apartments for rent and sales.
- Property Market Research is the backbone of the organisation. It is your responsibility to find new apartments that conform to Casamona's profile in order to increase supply for the level of demand that we have.
- You must keep in contact and negotiate with property owners and, in general, represent Casamona in a positive manner.
- It is your responsibility to promote the apartment in an attractive and creative way when writing a clear description of the flat in English, Spanish and French.
- There is also the opportunity to work on other projects such as online marketing, and if you enjoy property research and are confident in contacting owners, then you can take client

Sales agent:

- We expect you to be able to close deals and help us find a minimum of 1-2 new apartments for rent and sales.
- You will be working as an intermediary between client and the property owner to sell properties in Barcelona.
- You have to be dedicated to your clients which involves working outside regular working hours.

- You need to be online in the evenings and also at weekends to get back to clients.
- You need to speak a high level of English and Spanish.
- The payment for this position is commission based. Commission for selling a property is at the discretion of the owner of the company, Tine. A sales-prospecting person will receive 10€ per flat found. Average monthly commission is between €100 and €300.

Rentals agent:

- You will be working as an intermediary between the client and the property owner to rent out properties in Barcelona.
- You have to be dedicated to your clients, which involves working outside regular working hours.
- You will also help with Property Market Research.
- You need to be online in the evenings and also at weekends to get back to clients.
- You need to speak a high level of English and Spanish.
- The payment for this position is commission-based. A Rental Agent will receive a percentage of the agency fees subject to the General Manager's or owner's discretion. This will depend on the total income for each month. Our goal is 12 deals a month. Commission is capped at €1000 a month.

APPLICATION PROCESS

Email recruitment@casamona.com with the position you are interested in, and attach your CV and cover letter (indicating why you would be suitable for the position) in the email.

Note: you need to be connected to a University to do an internship at Casamona, and you also need the European Blue Health Card. We will then assess your application before inviting you for an interview.

Human Resources Department

Casamona International