

## Internships in Barcelona with Casamona Real Estate

We would like to give your University students the possibility to do an internship with us at Casamona in Barcelona.

An internship at Casamona is a great opportunity for students to take the responsibility and freedom to implement new ideas in an organization and to be valued for their work. Casamona is run by very young people and therefore interns must be ready to work independently, learn quickly and be helpful. All of the applying students have to be able to work independently and in a team environment.

What is Casamona?

Casamona International is a Real Estate company in Barcelona, founded in 2004, offering unique and different flats for Sale and for Rent. We have a large international client base and a team from all around the world. We are differentiating ourselves by only having “casas mona”, cozy homes, which we would like to live in ourselves.

We offer the advantage of being a small, dynamic company, so our interns have a great deal of autonomy and freedom to make changes from day one in a truly international environment and, eventually, examine the results of your work! But it also requires you to be able to work independently and to take on a lot of responsibilities.

We normally take on between 10-12 interns from all over the world making Casamona a very young and dynamic environment. Our motto is work hard, play hard and we like to celebrate different holidays and festivities together as a team.

We have a range of roles available; you can see descriptions of these positions below:

### **1. Administrative Assistant**

As an Administrative Assistant, you will be in direct contact with our clients and owners. 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 will need to have good communication skills. You will learn about all aspects of the company, working alongside the general manager and thus will have to have a clear understanding and structured overview of all your personal and furthermore the company's general daily tasks. Additionally, as an Administrative Assistant you will do some flat finding. Fluent English and Spanish is necessary for this role.

Compensation: Fixed salary 200€ / month including 6 flat finds in total plus 10% commission of any deal.

Office hours:

- Monday - Friday from 09.00 to 17.00
- Including two late shifts a week 12:00-19:00
- Additionally two Saturdays per month from 10.00 to 14.00
- Maximum of 40 hours a week

## 2. Rentals

In our Rentals department we are looking for organized, persistent, ambitious interns who are able to speak and write in both Spanish and English at a high level. This position involves working with international clients; being the intermediary between these clients and property owners. Interns in this department will be paid on a commission basis. In this department we have the positions of a rental agent and a listing agent.

**Rental Agent:** You are going to work as an intermediary between apartment owners and clients in order to rent properties in Barcelona, often visiting all areas of the city. You will also have to work on other projects, such as flat finding. In addition, you will be in charge of your own schedule, so you need to be detail-oriented and organized. You must have a strong conduct of Spanish, both written and spoken. You must be able to work for a minimum of five months. Speaking French is a BONUS.

Compensation: you receive commission based on rental deals and can get up to 25% (starting with 10%) in commission.

**Listing Agent:** Help us find new apartments for sale and rent. You will call owners and then go and see their apartment, take pictures and work with our real estate software. You will write descriptions in English and in Spanish. If you progress quickly you will also have the chance to get a few clients of your own. You must have a strong conduct of Spanish, both written and spoken. You must be able to work for a minimum of three months. Speaking French is a bonus.

Compensation: 10-20% commission - our best agents are earning 100 - 400€ per month.

Office hours for Rentals:

- Monday - Friday from 09.00 to 17.00
- Including two late shifts a week 12:00-19:00
- Additionally two Saturdays per month from 10.00 to 14.00
- Maximum of 40 hours a week

## 4. Marketing

Internships in the Marketing department are involved in promoting Casamona online - communicating, forming business relationships, managing social media, advertising on portals

and writing articles. Interns must be good at writing in English and have good computer skills. Positions in our marketing team are unpaid.

**Marketing and IT:** Positions in IT involve ensuring a smooth running of the website and the Casamona software and fixing any problems. Interns are required to have good IT&SEO skills and experience in working in IT. Positions in IT are unpaid.

**Digital Marketing:** This position involves working as part of a team, marketing and advertising, using communication and building business relationships, furthermore increasing the online presence of Casamona. We use various software programs, social media platforms and advertising portals and our goal is to find someone who can strengthen Casamona's brand equity and generate clients. The candidate we are looking for will help drive traffic to our website through SEO tactics.

Responsibilities for digital marketing:

- Create and manage advertisements online and offline
- Work in creating relationships with partners and affiliates,
- Monitor and manage the marketing results with Google tools (Analytics, Ad Words, Webmaster)
- Help create videos about the team and promote the Casamona brand
- Advertise listings on portals

Requirements for digital marketing:

- SEO & Analytics knowledge
- Knowledge with WordPress - Website
- Good level of English speaking and writing, Spanish is a plus!
- Knowledge of Photoshop, photography and video creation is a plus!

**Social Media Marketing & Blogger:** This position involves working as part of 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. You will work with our social media platforms and with our blog. You will also work with various software programs and advertising portals. Ultimately, it will be your responsibility to strengthen Casamona's brand equity and generate clients.

Responsibilities for social media marketing and blogger:

- Maintain social media accounts – create relevant content according to the analytical tools
- Write blogs to post onto social media and our blog on the website
- Advertise listings on portals
- Keep up with social media trends

Requirements for social media marketing and blogger:

- Must be social and creative with excellent ENGLISH writing skills, Spanish/French are a bonus
- Any knowledge of website SEO will be a bonus!
- Knowledge of Photoshop, photography and video creation is a plus!

Office hours for marketing:

- Monday - Thursday from 09.00 to 16.00
- Friday from 10:00-17:00
- Additionally two Saturdays per month from 10.00 to 14.00
- Maximum of 40 hours a week