



Business Assistant at Hotel and Condominiums Management Company

Related fields: **Tourism Business Management, Hotel Marketing, Business Administration, E-commerce** Location: **Santo Domingo, Dominican Republic**

Duration: **12 to 15 weeks**

Hours per week: **35 to 40**

Type of Organization: The internship will take place at the corporate headquarters of a Hotel and Condominiums Management Company.

Project profile: The objective of the internship is to involve the students in the work of the various areas of the company and to contribute to the expansion of the business.

Objectives of the Internship: The intern will work to improve the services being offered by the company, from within the department in which s/he is placed. The internship options are:

- **E-commerce:** in coordination with the head of the department of e-commerce, the intern may suggest new ideas and acquire knowledge on e-business, and on the use of social networks as business tools.
- **Marketing:** the intern may suggest new ideas for and work on the company's promotional material, quotations and promotional designs.
- **Market research:** analyze the market and trends.
- **Development of new products:** suggest new products that could be offered by the sales department.
- **Sales:** In this department the intern will work on hotel and condominium sales, the coordination of group packages, follow up of rates, etc.

Requirements:

- Tourism, Business Management, Hotel Marketing, Business Administration, E-commerce students or graduates
- High intermediate level in the Spanish language, other language is a plus.
- Ability to use standard MS office apps: Word, Power Point y Excel.
- Good communication skills
- Be able to work in a team

Opportunities:

- Strengthen the knowledge of the area
- Develop analytical and problem solving skills
- Test the leadership and creativity skills

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