Newfacet International

Internship Position

Company Description:
- Start-up company based in Madrid developing an online store (e-commerce) to sell sport-related products and to promote a new racquet sport in Spain and Europe.
- In addition to the online store we will be organizing classes, tournaments and other events to promote the sport and show people how to play.

Job Description:
- You will be part of a small team and will report directly to the CEO.
- Because we are a start-up company this position provides an opportunity to be involved in a wide range of responsibilities that are essential in the success of our business.

Sales Management and Administration:
- Help manage the e-commerce operation
- Provide customer service
- Educate consumers on the sport and the range of products we offer
- Help with inventory, orders, packaging and shipping
- Help inform and coordinate sales reps in Spain and other European countries

Spanish and European Business Ambassador Program:
- Coordination of ambassadors from Spain and other European countries to help them promote and grow the sport. Ambassadors are volunteers who promote the sport in their area.
- Coordination of a European webpage that provides information in several languages about the sport.

Event Management:
- Organization and coordination of sporting events and competitions for all different ages
- Some weekend work would be required for events
- Organize and coordinate introduction / training sessions
- Interact with schools and sport clubs to introduce the sport

Sport content development and management:
- Continually research content related to our sport (news, events, products, training, etc.) that we will utilize for our store and webpages. Organize and help translate this content for our usage.

Qualities we are looking for:
- Flexible, willing to work on a wide variety of tasks that are required to grow the sport and the business.
- Positive attitude and enjoy satisfying customers and working in a team.
- Strong interest in sport – as we are focused on sport it is important that you enjoy participating in sport and like the idea of teaching sport and motivating others to get involved in sport.
- Experience with racquet sports (pádel, tennis, squash, etc.) a plus but not necessary.

Qualifications:
- University degree (completed or close to being completed) in a field related to: business/management, marketing, sport administration/marketing, communications
- Fluent or very high level of English a must
- Spanish conversational skills a minimum; advanced level or fluency a plus
- Social Media, Webpage, Multimedia skills a plus

Details of the offer:
- Start immediately
- Full-time preferred but part-time also possible

http://spain.slu.edu