Contracting system: Internship  
Weekly working hours: 25  
Income: 300€/per month  

WHO ARE WE?

Student Global Relocation (SGR) is a specialized division of People Global Relocation (PGR), focused on the academic sector. SGR offers mobility solutions targeted at university environments for both, Spanish students aiming to study abroad and foreigners coming to Spain.

Our aim is to facilitate students’ adaptation process into their new homes in the most efficient and secure way. Through SGR, students have access to a range of exclusive services tailored to meet their own needs and requirements.

RESPONSABILITIES

• Support the team in charge of supervising and facilitating the acquisition, execution, and billing of the client’s relocation process and projects; being a vital link between the client, the service and suppliers, to ensure that all the terms of the contract and the agreement are carried out accordingly.
• Provide support to the company’s Social Media and look for new digital positioning.
• Support on the preparation and monitoring of all customer processes/projects’ status, ensuring that they are developed in due time.
• Accelerate operations that delay or alter schedules to be met timely.
• Assist on relocation processes’ costs and income analyzes, as well as on the evaluation of the account’s overall profitability.

ACTIVITIES

• Supervise that all requests for information and solicitations are responded timely.
• Update all databases into SGR’s internal network.
• Assist on the following-up on any active process as well as conduct weekly reports concerning them.
• Assist on scheduling of conference-calls and meetings.
• Assist on the monitoring of exchange student groups with University of Comillas’ coordinators, as well as the processes of payment and billing to/from the universities of origin.
• Conduct market research for business development matters.

To apply, send your resume to bolsatrabajo-madrid@slu.edu  
http://slu.edu/madrid  
Avenida del Valle, 34 - 28003 - Madrid, Spain  
Tel: (+34) 91 554 58 58  
Fax: (+34) 91 554 62 02  
admissions-madrid@slu.edu