

Name of Company: EMYCET Viajes

Job Title: Events and Marketing Assistant

Location: Trinidad Morcillo, 18002 Granada

Website: <https://emycetviajes.com/>

Duration: 3 months

Company Description

EMYCET is a company created in 2011 to inspire people to fulfill dreams, to live better by traveling and exploring incredible destinations. EMYCET puts its experience at your service to make you happy by taking care of the details, encouraging you, making you dance, sing and jump, taking photos of you in movie landscapes, making you laugh and enjoy every moment. Because our greatest satisfaction is to see you and your group happy: our greatest value is you. Technically, we are a travel agency, but we define ourselves as a concept, a way of life, an agency of happiness through travel and fun.

Role Description

- Planning, monitoring and accompanying trips for the erasmus student community in Spain and other countries such Portugal, Morocco, etc
- Content creator for social media - filmmaking or photographing
- Providing relevant information, brochures and publications (guides, local customs, maps, regulations, events, etc) to the public on the streets
- Organize and explaining events and activities to students
- Available to night events: beer pong, karaoke, language exchange
- Office administration tasks such as paperwork related to trips, invoices, preparing for trips/events etc

Required Applicant Profile

- Strong interest and background in travel and tourism
- Good quality office administration and customer service experience
- Excellent communication skills, especially when dealing with customers
- Desire to travel
- Ability to work well in a team and possess excellent interpersonal skills
- Candidates must be proactive, flexible, talkative, extrovert and keen to work in a dynamic working environment
- Flexibility in working hours and tasks, such as nights and weekends
- **Spanish language** intermediate skills are required for this role