

OPEN

Administration, Accounting and Internal Management Intern

Learn how the money side of an events company works: expenses, invoices, suppliers and the financial close of each event.

LOCATION

Barcelona · On site

WORKING HOURS

Unpaid internship · Minimum 3 months

EDUCATION

Higher vocational training certificate

EXPERIENCE

Not required

SECTOR

Leisure facilities and services

CATEGORY

Business administration · Administration

LEVEL

Intern · Work placement

SALARY

Salary not available · Unpaid internship

OPENINGS

1 opening

FOR PEOPLE WHO NEED TO COMPLETE THEIR WORK PLACEMENT HOURS* *UNPAID

Would you like to learn how the administration of an events company works from the inside?

At United Events we are looking for a student intern who wants to learn, bring ideas and be part of a young, dynamic team.

During the placement you will take part in real administration and management tasks, supporting the department with the financial control of events, document organisation, invoicing, expense tracking, suppliers and improving internal processes.

What you will do

- Support with administration and accounting tasks.
- Recording and checking expenses, invoices, receipts and documentation.
- Organising suppliers, payments and collections.
- Helping with the financial close of events.
- Improving and organising internal processes.
- Managing and updating digital documentation.
- Using tools such as Excel, Google Sheets and Holded.

What we are looking for

- Be studying a higher vocational certificate or a degree in Administration and Finance, Accounting, Business Management or similar.
 - Able to sign an internship agreement with your school.
 - Comfortable with digital tools (Excel, Google Workspace, etc.).
 - Knowledge of Holded is a plus.
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What we offer

- Hands-on training in a growing company.
 - Real learning in administration, accounting and the financial management of events.
 - Taking part in real projects and improving internal processes.
 - A young, close and collaborative working environment.
 - Minimum three months, with the option to continue if both sides are happy.
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Valued skills

Administrative management

Document processing

Administrative tasks

Office software

Documentation

Basic accounting

Excel and Google Sheets

Holded (a plus)

Languages

Spanish · Basic
