

**DPOINT GROUP**

UNITED STATES

FRANCE

SPAIN



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**Tasks for Human Resources Department:**

- recruiting staff - this includes developing job descriptions and person specifications, preparing job advertisements,
- checking application forms,
- shortlisting,
- interviewing and selecting candidates,
- preparing staff handbooks;
- Advising on pay and other remuneration issues, including promotion and benefits.

**Tasks for Legal Department:**

- write terms and conditions of websites
- write contracts with suppliers and clients
- analyse the content of our websites whether they are legally correct
- contact with embassies for VISA process for our new non-European interns
- website disclaimers
- analyse the image rights for all the websites' photos and logos

**Tasks for Marketing Department:**

- Online Marketing,
- SEO,
- Sales,
- Client Prospection,
- Build client relationship,
- Develop New Markets

**Tasks for Logistics Department:**

- manage the storage
- update the inventory of the existing properties and offices
- organize new purchases
- organize deliveries of products to clients
- supply chain management



### **Tasks for Business Development Department:**

- Develop New International Markets
- Client Prospection
- Build Client Relationship

The intern will have to deal with B to B inquiries of our giant advertising products from our international clients over Europe and the Americas.

### **Tasks for Hospitality Department:**

- Front Desk Reception of New guests
- Organizing Daily Schedule
- New Bookings

The intern will be taking care of the coordination of the apartments set ups, check in and check out hours of our guests, managing our maintenance employees and helping guests with their requirements.

### **Tasks for Web Development:**

- Develop New Websites
- Existing Web sites
- Web Marketing
- Quotation of web solutions to our clients
- update our websites, create new sections and create new websites for us and our clients

### **Tasks for Tourism Management Department:**

- Manage and Creation of tours, activities, conferences and events
- The intern is expected to be innovative and create new services for our clients and manage the existing ones

### **Tasks for Programming Department:**

- Programming Services for our Websites
- Quotation of Programming Solutions to our Clients
- The intern will have to update our websites, mobile applications
- develop our start up's ideas and projects samples
- and participate in our own projects and clients projects

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**Tasks for Event Management Department:**

- Manage and Creating New Events in our Venue or Outdoor, Conferences, Sport Events.
- The intern is expected to innovate and create new events for our clients and manage the existing requests of services for events that we usually have

**Tasks for Financial Department:**

- Assist with month-end financial reports
- Management of internal risks
- Post journal entries
- Help with accounts receivables
- Payable and bank statement reconciliation
- Assist with internal audits
- Balance sheet analysis
- Work with the finance team on yearly forecast plan

**Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):** financial analysis skills, knowing of internal processes, measurement of internal risks, conducting of internal audit, ability to make financial reports