

**5508 - Remote - Part-time administration internship in a beauty company from Madrid, Spain**

<b>Location:</b>	Madrid, Spain
<b>Languages:</b>	Spanish (Advanced)
<b>Fields:</b>	Economics / Finance, Business
<b>Extra benefits:</b>	Salary of 100-200 €.

**Description:**

Our collaborator is an innovative company of hairdressing and beauty at home. They offer a range of personalized services for their clients, focused on both individuals and companies and even special events as weddings and others. With a quick online application and a couple of clicks, they serve their customers with only 24 hours notice.

**Tasks**

- Weekly: obtain the list of services performed by each professional in the previous week and calculate the amount invoiced.
- Manage invoices with professionals by mail.
- Make banks transfers to customers.
- Register all the invoices in an accounting program.
- Update the Excel of the incomes.
- Update the production control board.
- Update historical accounting daybooks.

**Requirements**

- Spanish advanced
- Minimum of 3 months, desirable 6.
- 20 hours/week, 5 days/week

**Benefits**

- 200€/month