

# PASSNFLY



## WHO ARE WE?

PASSNFLY is a **start-up company** founded in 2012 based in central **Barcelona, Spain**. We provide a digital solution for checking in to flights all over the world. What we value the most in the company is **Teamwork, Flexibility and Inclusion**. We are working in a start-up atmosphere as one big team! We are always open for new ideas and motivate our people to become the best version of themselves.

### We offer:

- Weekly meetings** with supervisor, team meetings, and improvement meetings
- Team building events** - with respect to all COVID restrictions (online meetings, outdoor gatherings in small groups)

### Your tasks in the Operations Department

- Online data research
- Research quality assurance
- Support the creation and implementation of new business ideas
- Project management
- Conceiving and editing legal documentation for apps or services
- Supply chain management (depends on server traffic, not always available)
- Translations

### Requirements

- Detail-oriented and team player
- Eager to learn
- Fluent in English
- Providing a Learning Agreement (from your University/Erasmus+/ Scholarship)
- Minimum period of 3 months

### Good if you also have

- Good spoken and written command in other languages

**TAKE THIS OPPORTUNITY AND BECOME PART OF OUR PASSNFLY FAMILY!**

Website: <http://passnfly.com/> // LinkedIn: @PASSNFLY

Send in your resumes and motivation letter to: [internships@sast-mfa.com](mailto:internships@sast-mfa.com)

Please note: the internship is unpaid

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### Your tasks in the HR Department

- Close cooperation with Manager/ manager assistant
- Preparing documents/ guidelines/ procedures with Manager
- Recruitment of new interns
- Prepare HR-related reports as needed
- Collecting documents necessary to sign the contract of interns
- Managing the documents and files for the upcoming interns
- Organizing team building and special occasions (birthdays etc) events
- Translations

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