

**Tasks for Marketing Department:**

- Managing social media marketing activities on Facebook, Instagram and Twitter.
- Developing Marketing Strategies & Plans.
- Connecting with Customers.
- Sales activities.
- Creating and publishing promotional materials.
- Assisting in setting up Facebook ads & Google adwords campaigns.
- Active promotion of our services and products.

**Tasks for Legal Department:**

- Complete administrative duties such as making copies, answering emails.
- Intellectual Property analysis of new products and services development.
- Manage a legal documentation and correspondence.
- Implement and improve upon administrative processes for more efficient workflow.
- Contact with public institutions.
- Draft documents and letters based on using proper licensing templates.

**Tasks for Human Resources Department:**

- Running recruitment processes.
- Developing job descriptions.
- Checking application forms.
- Preparing and posting job advertisements on social media services: LinkedIn, Facebook etc.
- Interviewing and selecting candidates.
- Administrative support.
- Administrative duties such as making copies, answering emails.

# INTERNSHIP TASKS FOR VISION FACTORY DEPARTMENTS



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## **Tasks for Operations and Logistics Department:**

- Overseeing the life cycle of our projects.
- Developing, updating and evaluating of technology roadmap of our IT projects.
- Monitoring entire logistics process.
- Supporting Human Resources department.
- Approving time sheets.
- Logistic help in preparing work plans.

## **Tasks for eLearning Content Development Department:**

- Identifying a course goals and skills to acquire.
- Developing effective learning materials using eLearning authoring tools.
- Developing certification programs, courses, lessons, evaluation tests, and feedback surveys.
- Assist in training program execution, logistics, and reporting analytics.
- Developing a training programs.
- Preparation of training documentation.
- Other duties as assigned by manager.

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

- Developing new business projects.
- Active participation in our company courses creation process.
- Identifying new sales leads.
- Identifying new recruitment leads.
- Preparing PowerPoint presentations and sales displays.
- Training personnel and helping team members develop their skills.
- Preparing promotional materials.
- Contacting clients to inform them about new developments in the company's products.

## **VISION FACTORY**

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**Tasks for Website Development Department:**

- Developing simple applications such as online wallets for digital currencies.
- Fixing bugs on websites.
- Testing and finally implementing the solutions, quotation of web solutions to our clients.
- Creating new websites with WIX, WORDPRESS.
- Editing existing websites according to team leader's instructions.

**Tasks for Hospitality and Tourism Management Department:**

- Planning trips, conferences and other events.
- Source and plan both internal meetings and wholesaler incentives to include hotel accommodations, transportation, meeting space details, food and beverage details, recreation activities and all other details related to the program. Onsite management of certain programs required.
- Close cooperation with Event Management department.
- Ensure that trip or event is completed smoothly and step up to resolve any problems that might occur.
- Organize responsibilities to ensure completion and compliance with standards.
- Provide management with proactive input and contribute to regularly scheduled meetings with management to help improve our reservations and service processes as well as working environment.
- Perform other duties and assignments effectively as assigned by management.
- Analyze the event's success and prepare reports.

# INTERNSHIP TASKS FOR VISION FACTORY DEPARTMENTS



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## **Tasks for Event Management Department:**

- Plan event or trip from start to finish according to requirements, target audience and objectives.
- Come up with suggestions to enhance the event's success.
- Lead promotional activities for the event.
- Approve all aspects before the day of the event.
- Ensure event is completed smoothly and step up to resolve any problems that might occur.
- Analyze the event's success and prepare reports.
- Close cooperation with Tourism Management department as intern may be asked to plan a travels as well.

## **Tasks for Financial Analysis Department:**

- Identifying investments with huge growth potential.
- Financial analysis of specific financial markets.
- Preparing a report based on technical analysis, fundamental analysis of specific markets.
- Balance sheet analysis.
- Performing financial operations on CFD trading platforms.

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