

INTERNSHIP ABROAD IN SPAIN

Hospitality internship, Front Office in Ibiza

Our partners are hotel groups based in Ibiza,
Menorca and Mallorca.

DESCRIPTION

- Greet and inform customers on living conditions: rates, benefits
- Make reservations, record arrivals and departures
- Resolution of complaints
- Maintain information materials available to customers
- Propose and / or sale of tourist services
- Reply to mail, fax, phone
- Check or have control rooms (minibar drinks consumed in the "Equipment Loan")
- Ensure billing of travel, meals
- Accept the bills, payments control deferred
- Establish rates / Sales trips

DETAILS

- Full board accommodation + 200 to 300 euros
- 2 to 6 months internship, starting from May
- 40h/ week (2 days off)
- Languages: English and/or Spanish fluent