

# INTERNSHIP ABROAD IN SPAIN

## Hospitality internship, Front Office in Sevilla

Our partner is a hotel boutique based in Sevilla.

### 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 + 300 euro
- 3 to 6 months internship, starting from March
- 40h/ week (2 days off)
- Languages: English