

INTERNSHIP IN GRAN CANARIAS

Front office internship

Hotels Spa group based in Canarias islands

DESCRIPTION

Front office:

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

- 4 months or longer
- full time
- language: English
- full board accommodation
- 100 euros/month at the end of the internship