



PIC Management Offers

Paid 380£ front office internship in Eastbourne, UK

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Published

24/01

Location

Eastbourne, United Kingdom

Category

Reception

Job Type

Internship

Salary

380/month

Benefits

accommodation + meals

Languages

English

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

Company description:

Our partner is a front beach hotel located in the south of UK, Eastbourne.

Other comments

From 3 months

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