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Paid 600 euros Reception internship in Bologna, Italy

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Published

27/02

Location

Bologna, Italy

Category

Reception

Job Type

Internship

Salary

600 euros/month

Languages

English

Description

- Checking in / Checking out guests
- Assisting guests
- Concierge
- Make reservations, quotes and small contract proposals
- Work directly with booking systems
- Following administrative tasks (issuing invoices, cashier closure, recollect payments)
- Working constantly with meeting & conference and reservation departments

Company description:

Our partner is a luxury hotel is located in Bologna

Other comments

6 months internship mandatory

Fees charged once internship is secured only

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