

Department:	Reception & Client Attendance	Company field:	Hotel industry
Position available:	Receptionist	Location:	Valencia
Size of the company: Less than 15 workers / Between 15 and 35 / <u>Between 35 and 100</u> / More than 100 workers			
Company profile: The company runs one of the major hostels in Valencia city centre catering for the needs of hundreds of tourists throughout the year. The company is looking for a motivated intern to support their team at the reception and in customer service. The intern will thus get insights into the daily routine of a company in the hotel industry.			

1. DETAILS OF THE INTERNSHIP PROGRAM

Dates available:	Flexible	Minimum length:	Min. 2,5 months
Nº of hours at week:	40	Schedule:	08.00 – 24.00
Language required 1:	Advanced Spanish	Language required 2:	Advanced English
Offered help:	300-550 €/month	Posts available:	3

Studies required: Studies in tourism and/or languages, or related fields

Job description:

The student will be involved in the following tasks: reception work; client attendance in person, on the phone and via e-mail; booking processes; check-in and check-out of guest. The intern should be a young, dynamic and open-minded person, willing to work in a team and in a young environment.