

Receptionist and Customare Care

WHERE? Girona , Spain

WHEN? Position available from 03.2016

DURATION: 3 months minimum

HOW MANY HOURS? full time, 40h/week



This 4-star hotel is located in one of the most beautiful areas of the Costa Brava, in Girona, and it belongs to one of the most important hotel chains in Spain.

The tasks are varied:

- Customer Support.
- Communication and tourist information.
- Check in and check out.
- Management of room occupancy
- Checking room changes being informed at all times of what have been done and what not.
- Know and make sure to have information on all the services, fares and schedules of the hotel.
- Attend meetings of the department.
- Control and supervision of the work area

We are looking for:

- Studies: Business, Tourism, Hospitality, Languages
- Languages: **English Advanced + Spanish Intermediate**

We offer:

- Remuneration: **300€/month + accommodation + food**
- Interesting tasks, international and pleasant work environment

APPLY NOW! Please send us your CV in English or Spanish on praktyki@ies-consulting.es or register on our website http://www.ies-consulting.eu/student_form/

* Our recruitment process is free. Only if you got accepted and the company will confirm your application we require administration fee. All our internships provide salary, so we guarantee that costs of the services will pay off.