

Reception / Marketing / Business Administration / Hospitality Hotel Internship (Accommodation + food included)

Placement: Different placements in one of the best 5* VIP design hotel in whole Spain

Location: Seville

Company description:

Our collaborator is a well-known design hotel in the centre of the capital of Andalusia being a reference in the whole country for its design, location and concept. The hotel is located in the historical Centre of Seville in front of the Cathedral and a couple of minutes away from the shopping streets.

The hotel is exclusive, having only 60 rooms of 5 different types. Every room is fully equipped and created with a difference concept. The location has an amazing complex existing of 7 restaurants, cocktail bars, wellness spa, outdoor swimming pool and a great big terrace



The company is looking for interns in different positions. They are constant looking for interns at the reception, marketing / communication, business administration, PR, reservations, kitchen, rooms division, maintenance, waiters and interns for in the cocktailbar!

With this internship you will develop skills such as organization skills, responsibility and commercial skills.

You will be immersed in a multilingual environment so they will be able to learn and practice languages.

Requirements:

All the positions requires fluent English. The other requirements are depending on the positioning, so for each position will be indicated which requirements are needed.

Salary and other benefits (for all the placements):

- Housing in the city Centre of Seville
- Meals
- Locker
- Training day

Tasks**Reception:**

This position requires Spanish language B2 level.

- Check guests in and out
- Basic concierge assistance
- Plan and organize group arrivals
- Assist in cash advances, exchange money, check guest folios
- Commercial information to customers

Marketing / Communication:

- Site Inspection Protocols
- Knowledge and assistance to important meetings
- Follow up Calls
- Sales Kits
- DHL and normal mail
- Developing Markets
- Prepare business trips (brochures, business cards, appointments, hotel bookings)
- Travel Industry Programs

Business Administration:

This positioning requires Spanish language C2 level.

- Print and Control Daily Financial Reports
- Control Daily Payments
- Bank Reconciliation
- Control Travel Agencies Vouchers and Commissions
- Be in contact with guests to resolve billing defections
- Follow up on incidences
- Prepare pro-forma invoices for future groups
- Negotiate on better prices with distributors
- Prepare Month End Closings
- Control Purchasing procedures of all departments

PR

This positioning requires Spanish language C1 level.

- Creative, think out of the box
- Follow-up with prospects on creating visuals

- Assist in Consultative selling, setting appointments, giving presentations and closing
- To work alongside with manager to develop plans for events
- Create marketing tools such as newsletters / flyers
- Manage the event on the day, including setting up, instructing event partner and internal staff assistance



Reservations

- Day to day processing and input of group reservations while following hotel reservations policy-
- Maintaining a positive selling approach to maximise yield in both occupancy and rates
- Liaising with other departments to prepare for group arrival
- Assisting Front office with closing of accounts
- Answering all calls promptly in a courteous and efficient manner
- Ensuring all reservations are accurately actioned within the same working day
- Assisting in Front Office as required, especially with guest check in and check out

Kitchen

- Gastronomic restaurant
- Marina/ Seafood and casual dining
- Main Kitchen
- Off-site Catering
- Pastry

Rooms division

This positioning requires Spanish language B1 level.

- Executive Housekeeping and Front Office
- Manages the general operation of the Front Office e.g. Reception, Reservations, Concierge etc.
- Directly reporting to the General Manager or the Deputy Manager
- Spot checking of hotel rooms to ensure standards
- Authorizing all leave schedules
- Ensuring control of expenditures as well as budgets set
- RDM attends weekly executive and sales meetings as well as the General Manager's briefings with Front Office and Housekeeping

Maintenance

- Electrical accessory replacements and repair and wiring
- Air conditioners must also be cleaned or replaced regularly
- Complete daily rounds, checking on basic hotel accommodations and identifying and reporting any problems
- Oversee the property grounds, public areas and the hotel's guest rooms. Preventative maintenance must be performed to prevent breakdowns in hotel accommodations

Cocktail bar / Waiters

- Creating cocktails
- Serve the guests



Working hours:

40 hours per week

If you are interested in this placement please contact us by e-mail on: personal2@spain-internship.com