

# INTERNSHIP ABROAD IN SPAIN

## Hospitality internship, Front Office in Peninsula and Canarias Islands.

Our partner are a luxury hotels groups based in peninsula and Canarias Islands.

### 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

### DETAILS

- Full board accommodation
- AND/OR 200 to 300 euros/month
- 2 to 6 months internship
- 40h/ week (2 days off)
- Languages: English and/or Spanish fluent