

# INTERNSHIP IN BARCELONA

## Hotel Management

Our partner company is a holiday rental company,  
based in Barcelona, Spain.

### DESCRIPTION

- Reservations and booking management
- Preparing, serving and clearing after breakfast
- Calling and e-mailing with guests for a variety of reasons, to introduce yourself and build relationship, up sell, get arrival information etc.
- Check ins and check outs, as well as handling customer requests and questions during their stay
- Handling the maintenance and cleaning teams to ensure things are fixed on time and apartments cleaned at the right times
- Sell tickets, experiences, restaurant visits, etc., to our guests
- Preparing apartments for our guests, based on the information we have gathered from them
- Handling different smaller errands for the office or apartments
- Scheduling
- Being sales responsible, and therefore tracking and finding ways for the team to improve
- Being cleaning and maintenance responsible, being on top of the cleaning and maintenance responsible, ensuring we have a quick turnover rate for reported maintenance issues and that all apartments are cleaned to a high standard and on time
- Being check in responsible, ensuring that all of our guests receive the same high service and check in experience personalized for them, and that we keep improving and get even better

### BENEFITS

- Work weeks are 40 hours spread over 5 days.
- Working hours will normally be from 10-18, but will also change every now and then to everything from 8-16 to 13- 21. You will earn 2 holidays per month you work with us.
- You are guaranteed 300€/month. An intern earns money on sales and late fees throughout the month.
- Duration: at least 5 Months,
- Start date flexible



More information  
[here](#)

