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

**Placement:**  Different placements in one of the best 5\* VIP design hotels in the whole of 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 it’s 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 is an amazing complex consisting 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 / communications, business administration, PR, reservations, kitchen, rooms division, maintenance, waiters and interns for in the cocktail bar!

With this internship you will develop skills such as organization, responsibility and commercial skills.  You will be immersed in a multilingual environment so you will be able to learn and practice languages.

**Requirements:**

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

**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, and 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

-Preparing business trips (brochures, business cards, appointments, hotel bookings)

-Travel Industry Programs

**Reservations**

-Day to day processing and input of group reservations while following hotel reservations policy**-**

-Maintaining a positive selling approach to maximize yield in both occupancy and rates

-Liaising with other departments to prepare for a groups arrival

-Assisting the front office with the closing of accounts

-Answering all calls promptly in a courteous and efficient manner

-Ensuring all reservations are accurately carried out within the same working day

-Assisting in the front office as required, especially with guests checking in and checking out

**Kitchen:**

**-**Gastronomic restaurant

-Marina/ Seafood and casual dining

-Main Kitchen

-Off-site Catering

-Pastry

**Rooms division:**

This position 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 accommodation and identifying and reporting any problems

-Overseeing the property grounds, public areas and the hotel’s guest rooms. Preventative maintenance must be performed to prevent breakdowns in hotel accommodation.

**Cocktail bar**

-Shaking cocktails

-Serving the guests

**Working hours:**

40 hours per week

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