

1. DETAILS OF THE COLLABORATING INSTITUTION

Department:	Administration	Company field:	Hotel
Position available:	Receptionist	Location:	Valencia city center
Size of the company: Less than 15 workers / Between 15 and 35 / Between 35 and 100 / More than 100 workers X			
Company profile: Hesperia is a net of hotels with its establishments in countries such as Spain, Belgium, United Kingdom, and Venezuela. It is known for its quality service and high rank in the tourism market. The hotel has a broad offer for both individual clients and whole families.			

2. DETAILS OF THE INTERNSHIP PROGRAM

Dates available:	All year around	Minimum length:	8 weeks
Nº of hours at week:	40	Schedule:	Flexible
Language required 1:	Advanced Spanish	Language required 2:	English
Amount provided:	400€	Number of posts:	1

Studies required:
Tourism or studies in a related field

Job description:
All tasks connected with a receptionist work, clients attendance, check-in and check-out, providing information, dealing with complaints. The intern will acquire skills necessary to work in an international environment where interpersonal skills matter and will have an insight look into functioning of the hotel.

Date: 29/05/2007