



## Spanish Work Exchange Programme

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### Hotel Internship in the Reception Department on Tenerife

**Our office is located on Tenerife and we are organising exclusive hotel work placements on the Canary Islands, Costa Rica, the Spanish Peninsula, Malta and the Greek Islands.**

One of our **4 star partner hotels on Tenerife** is offering an internship placement in the **Reception Department**. Would you like to gain professional and international experiences in the hospitality industry whilst living where others go on vacation? Would you like to improve your Spanish and get an insight into the Spanish culture? Then this opportunity is for you!

**You will work for 40 hours and have two days off per week, accommodation and meals are provided by the hotel for free and you will receive pocket money of € 200 per month.**

**Description of the internship:**

**This internship has a duration of 3-6 months.**

Your duties at the Reception include:

- Welcoming arriving guests
- Check guests in (computer registration) and provide information about the hotels' services
- Answer incoming calls and pass them on
- Inform guests about the island, possible excursions etc.
- Deal with hotel reservations
- Show guests to their hotel rooms and prepare correspondence to the guests
- Do translations in English and Spanish
- Pass on complaints, and fulfill the wishes of the guests
- Generate hotel bills
- Arrange check-outs and much more.

**Requirements:**

You are studying with majors in Tourism/Hotel Management, Business Studies, Communication Sciences, Marketing, Foreign Languages or something similar or are doing an apprenticeship with similar contents and you are looking for an internship abroad in the hotel sector. If you decide to do a hotel internship in the Reception Department, you should be very communicative and enjoy dealing with people of different nationalities, have a friendly personality and neat appearance. Moreover, you should have a good level of English and at least basic Spanish skills.

Besides an internship in the Reception Department, we have free vacancies in many other departments for example Human Resources, PR/Quality Management or Marketing. More details about our internship programme can be found on our website:

[www.s-w-e-p.com](http://www.s-w-e-p.com) (an English version is also available).

Please send us an e-mail including your CV in English or Spanish with a photograph to our e-mail address: [info@s-w-e-p.com](mailto:info@s-w-e-p.com)

We look forward to receiving your application!

Your s-w-e-p-Team