

INTERNSHIP IN GREECE

Hospitality internship in Guest Service

Our partner is a famous luxury Hotels and Resorts group in Greece and Cyprus.

DESCRIPTION

- Getting trained on all front office functions
- Attending visitors, and handling their queries and any possible complaint
- Attending phone calls, and forwarding them to the concerned people
- Receiving couriers and forwarding them to the addressed people
- Maintaining the visitors' record
- Allotting the sessions and appointment time with the authorities to the clients
- Managing all the necessary preparations for important events and conventions
- Checking and replying to emails
- Welcome, check in and check out guests/groups
- Night Audit
- Coordinate and maintain inter-communication between various departments
- Focusing on providing customer-oriented services and fulfillment
- Follows company guidelines regarding uniforms and personal hygiene
- Attends all the trainings as per directed by the supervisors

DETAILS

- Share accommodation from 2 to 4 persons (NO mix gender)
- Internship agreement mandatory
- 4 to 5 months internship
- Full time: 48h/week (6 working days/week)
- Benefits: 400 euros/month and full board accommodation
- Languages: English



More information
[here](#)

