Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION	
Name of organisation	HOTELS HOLIDAY PARK
Address inc post code	C/Giverola 4-6.17320 Tossa de Mar (Spain)
Telephone	00 34 972 342222
Fax	0034 972 340565
E-mail	direccio@hotelesholidaypark.com
Website	www.hotelesholidaypark.com
Number of employees	Max. 30
Short description of thecompany	Small Hotel's chain composed by 2 three star-hotels, one four star hotel and appartments
CONTACT DETAILS	
Contact person for this placement	Arantza Pérez
Department and designation, job title	DIRECTORA ADJUNTA (MANAGEMENT DEPARTMENT)
Direct telephone number	00 34 972 34 2222
E-mail address	direccio@hotelesholidaypark.com
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Arantza Pérez from Monday to Friday from 9 -17.00h
Deadline for applications	31.03.2013
Application process	Send CV by mail
PLACEMENT INFORMATION	
Department, Function	RECEPTION AND RESERVATIONS DEPARTMENT
Location	TOSSA DE MAR
Start Date	22.03.13 OR 15.06.2013
Duration	3 months / 6 months
Working hours per week	48 hours
Description of activities,tasks	Students will develop their communicative competence to achieve proficiency in Spanish, both through communication with native speakers, as telephone, writing assignments ... The practice aims to get the student autonomy in the reception activities or reservations in a hotel context. The student's tasks include all activities of a hotel reception or reservations department, check-in, check-out, customer service, reservations, management either in person, by telephone or by email.
Accommodation (please select)	We will offer a shared room
Details of financial and "in kind" support to be provided	No financial support offer. We offer breakfast, lunch and dinner.
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Spanish (medium), English (medium), French (low) and Gernman (low)
Computer skills and level of skills required	Good knowledge of Microsolf Office (excel, word, power point)
Drivers license	No necessary
Other	