



PIC Management Offers

Paid Front Office internship Luxury hotel in dublin

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Location

Dublin, Ireland

Category

Front office

Job Type

Internship

Duration of internship

6 months

Base salary

€175.00 gross per week

Benefits

Meals whilst on duty in our Employee Restaurant, Provision and laundry of uniform

Work Hours

37 hours/week

Languages

English (B2)

Line of business

Hospitality, Tourism

Description

In the hotel, the receptionist is the client's first contact so the first impression must therefore be positive and professional. It plays a decisive role in the smooth running of the stay and in the organization with all the other departments of the hotel. An intern in Front Office will practice all languages and will have a high responsibility, representing the hotel brand.

Responsibilities

- Greet and inform guests about the conditions of stay: breakfast hours, additional services, wi-fi, and special requests

- Manage arrivals and departures: check-in / check-out
- Update information available to customers (leaflets, catalogs, business cards ...)
- Promote the services offered by the hotel (always trying to improve sales and benefits for the hotel)
- Booking: emails, phones and use the software (opera o similar)
- Report rates to the Yield Manager

Company's presentation

Luxury hotel located in the heart of Dublin, not far from London. This 5 stars establishment offers all the facilities for a quality stay: Spa, gastronomic restaurant, facilities for seminars and conferences.

Profile required

You're fluent in English, positive and team worker. Student in hospitality, tourism or languages. You're in Bachelor. Responsible and organised are good strenght as well.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application. Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/aditional week
Apply online or send your CV at students@pic-management.com