

ERASMUS internships offer by the consortium EDUCA

Spanish Work Exchange Programme

EMPLOYER INFORMATION	
Receiving organization (name, address)	Spanish Work Exchange Programme Calle Tinerfe El Grande, AP de Correos 138 38670 Adeje, Tenerife, Spain
Short Description of the organization/company	Spanish Work Exchange Programme is a company, which organises exclusive work placements in the hotel industry in Spain, Costa Rica, Malta and the Greek Islands since 2007. We are located on the Canary Island Tenerife. Founder and Manager of s-w-e-p is Ms Conny Lassen, who is also the placement tutor for our interns
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Canary Islands, Spain
Description of activities the student will be involved in	<ul style="list-style-type: none"> • Welcoming the guests, check-in and hotel tours • Customer Relationship Management • Preparation of international correspondence • Welcoming the guests in the lobby area and the entrance of the hotel restaurant • Complaint Management • Informing guests about the hotel's services • Dealing with reservations, preparation of invoices and check-out
Department / Function	Public Relations; Reception
Duration	2 - 12 months
Working Hours/Weekly Hours	Full time
Help with finding Accommodation or any other Contributions or help from the organization	Full board and accommodation + financial aid of at least 150€
Other	Organisation fee of 390€

REQUIREMENTS	
Trainee	Student, graduate
Computer skills	no
Oral and written language skills	English; Spanish would be favorable
Drivers license	no
Other requirements	no

Work areas	<ul style="list-style-type: none">• Business & Administration• Hotel Management• Tourism, Leisure, Hospitality• Communication, foreign languages• Marketing
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Experience of our participants are found on our website www.educaops.eu
For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.