

ADMINISTRATIVE INTERNSHIP

We are currently seeking an Intern for Administrative position and Front Office to join our Team of Corinthia Hotel Prague in Czech Republic.

Corinthia Hotel Prague beckons with unrivalled panoramic views of this magical city. Located just few minutes from some of the city's main cultural and business highlights, including the Vyšehrad Park, Wenceslas Square and the Pankrác Business District. Corinthia Hotel Prague is the ideal destination for business and leisure travelers alike.

Scope and Purpose

Corinthia Hotel Prague is looking for an Administrative and Front Office Intern who will be responsible for handling all task as required in line with the hotel's guidelines, procedures, and quality and service concept.

Entry Requirements

Corinthia Hotel Prague is looking for a candidate who will be responsible for administrative tasks completed according to the company standards and handling all requests from head of department with a positive attitude. An applicant is a team player, keen to learn with a desire to develop, and have an outstanding attitude towards guests and colleagues. The Receptionist will be required to ensure smooth check-in and check-out of all our guests and maximize customer satisfaction and hotel revenue by promoting and upselling hotel rooms, restaurants and other services and facilities to guests. A candidate who will join our back office will be required to co-ordinate all administrative tasks and duties, provide support to all colleagues, assist with regular reports.

Other skills that will need to be demonstrated include:

- Good communication skills in English, preferably Czech and other languages are an advantage
- Experience in hotel industry, call centers or similar type of work is a great advantage
- Knowledge of Opera and other technical tools is welcomed
- Very good communication skills and pro-client approach
- Ability to work under pressure
- Detail-oriented, responsible, friendly and positive attitude

Benefits

- Complimentary dry cleaning of business attire/uniform
- Discounted Salon, Spa, Food and Beverage, and Accommodation Rates – in London and across our the Corinthia Hotel International portfolio
- Meals on duty
- Professional learning and development programs
- Interesting career opportunity and professional growth
- Intra & intercompany transfer opportunities (subject to service & performance)
- Multisport card
- Free use of Panorama Hotel's spa – Top Deck Spa
- Annual Travel Card (Lítačka)

To be considered for the Administrative Intern role please click 'apply'.

APPLY