

# JUNIOR TRAINING COORDINATOR UNPAID INTERNSHIP

We are currently seeking a Junior Training Coordinator to join our Team of Corinthia Prague Hotel in the Czech Republic.

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

## **Scope and Purpose**

Corinthia Hotel Prague is looking for a Junior Training Coordinator to maintain workforce development programs and to aid in the development of the hotels staff, as well as to assist the L&D Manager in their duties.

## **Entry Requirements**

Corinthia Hotel Prague is looking for a candidate who will be responsible for identifying training needs and organizing/distributing development plans for teams and individuals. The candidate will be responsible for aiding the L&D manager in, developing, coordinating and conducting training programs. Other skills that will need to be demonstrated include:

- Fluent in written and spoken English, another language is an advantage.
- Experience in HR, data analysis or similar type of work is a great advantage
- Proficiency at data input within excel is a great advantage
- Very good organizational, communication skills and confident approach towards employees
- Detail-oriented, responsible and positive attitude

## **Benefits**

- Accommodation provided for long term internships
- 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
- Interesting career opportunity and professional growth
- Intra & intercompany transfer opportunities (subject to service & performance)
- Free use of Panorama Hotel's spa – Top Deck Spa



CORINTHIA

HOTEL

PRAGUE

*To be considered for the Junior Training Coordinator role please click 'apply' to be directed to our website to complete the online questionnaire.*

APPLY