

## GROUPS & EVENTS INTERN

We are currently seeking a G&E Intern 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 Pankrac Business District, Corinthia Prague is the ideal destination for business and leisure travelers alike.

### **Scope and Purpose**

Corinthia Hotel Prague is offering a challenging opportunity for the position of G&E Intern who is a valuable member of the Groups and Events Department and works directly under the supervision of G&E Manager.

### **Entry Requirements**

Corinthia Hotel Prague is looking for a candidate for the position of G&E Intern. The responsibilities include helping and supporting our Event Coordinators and Group Coordinators with various administrative tasks completed according to the company standards and handling all request 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 advance communication skills are required in cooperation with other departments.

### **Other skills that will need to be demonstrated include:**

- Knowledge of hospitality industry is an advantage
- Advanced knowledge of English, written and spoken, another language is an advantage
- Knowledge of MS Office and Opera is welcomed
- Organizational and strong communication skills
- Problem solving skills and pro-client approach

### **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 G&E Intern role please click 'apply' to be directed to our website to complete the online questionnaire.*

APPLY