



HOST ORGANISATION INFORMATION	
Name of the company	Hotel Ginebra
Address	Rambla de Catalunya, 1 08007
City	Barcelona
Country	Spain
Website	www.ginebrahotel.es/en-us/
Short information about the company	Hotel Ginebra is a hotel located in the heart of the city centre of Barcelona with a friendly staff and willing to provide training to the upcoming student The hotel offers a refreshing mix of classes and modern designs which has created an inviting and relaxing atmosphere in which to feel comfortable. It counts with ten rooms recently renovated and future expansion plans. Hotel Ginebra won the 2014 Trip Advisor Certificate of Excellence.

INTERMEDIARY ORGANISATION INFORMATION	
Name of the company	Trainee+Up
Address	Calle Bailén, 11 Bajos 08010
City	Barcelona
Country	Spain
Website	www.traineeup.com/en
Short information about the company	Trainee+Up is an intermediary company designed by professionals working in the European educational programme sector. Our goal is to enable students gain practical skills in the workplace which will strengthen their future career prospects. Trainee+Up additionally offers an orientation service completely free of charge for international students in order to assist them during their period of stay abroad.

ERASMUS+ PLACEMENT INFORMATION	
Sector	Hotel sector
Function	Receptionist and tourist assistant
Address	Rambla de Catalunya, 1 08007 Barcelona
Description of activities	- Customer service - Provide tourist information assistance



	- Responsible of check-in / check –out functions - Engaging with clients on the telephone - Administrative tasks associated with hotel management (Loading bookings, invoicing, issue vouchers). - Dealing with incoming correspondence to administration email address. - Maintenance of common areas. - Social Media and Marketing support.
Placement duration	Minimum 3 months
Beginning of training	September / October 2015
Weekly working hours	35 - 40 hours/week 8h to 15h or from 14h to 22h.
Schedule	8h to 15h or from 14h to 22h – 2 days off/week. Schedules will be flexible and may vary depending on the season.
Accommodation	Not Provided.
Financial support	250€/month

REQUIREMENTS	
Educational background	Tourism
Experience requirements	Pro-active and enthusiastic to lean team player
Language competences	English – comprehensive, Spanish – comprehensive although certificate not necessary
IT Competences	Working knowledge of Microsoft windows application, Outlook, Excel, Social Media and willing to learn internal reservations software.
Social competences	Able to communicate effectively at all levels & excellent telephone manner. Open-minded and extroverted.
Driving licence	N/A

APPLICATION	
Please send your CV and Motivation Letter in English to the following address. No other application procedures will be considered.	
Contact person	Mr. Delgado
Position	Logistic Project Coordinator
Email	info@traineeup.com
On-line application	http://www.traineeup.com/en/students/traineeship-offers/
Email subject	Recepcionist and Tourist Assistant traineeship – Starting September 2015