



Spanish Work Exchange Programme

C/. Tinerfe El Grande, AP de Correos 138, E-38670 Adeje, Tenerife
Tel.: 0034-922799650, Tel.: 0034-669820690, Fax: 0034-920331050
E-mail: info@s-w-e-p.com
Homepage: www.s-w-e-p.com

Spanish Work Exchange Programme

Hotel Placement in Fuerteventura in the Department of Administration

We are located in Tenerife and organise exclusive work placements in hotels on the Canary Islands. All our hotels offer free accommodation, board and pocket money.

Would you like to get your first professional and international experience in the hospitality industry and work where others go on holiday? Would you like to improve your Spanish and enjoy your spare time in the sun, at the beach and in the sea? Then this opportunity is for you! A **4 star hotel in Fuerteventura** offers a work placement in the **Department of Administration**.

Description:

The duration of the placement is scheduled for 3 to 6 months. Your duties include cost and management accounting, budget control of individual departments; checking invoices, placing, and filing them, working with an accounting programme, carrying out general secretarial tasks and daily correspondence in Spanish, and drawing up statistics. The daily work will take place on the computer and the correspondence is conducted mainly in Spanish.

You will work 40 hours per week with two days off. Accommodation and food is provided by your hotel for free and pocket money of at least €150 per month.

Requirements:

You are studying towards a degree in Tourism, Event/Hotel Management, Business Management or similar, and planning a work placement in the hotel industry. If you decide for an internship in the Department of Administration, you shouldn't be bashful to computer work, be very communicative, flexible, motivated, reliable and a team player. You are able to work independently, you are service- and customer-oriented, have good awareness of costs and are also good at organising. You care about a neat appearance, your manners are good to colleagues and superiors, you have a friendly appearance and convince with your performance. If you do not shrink from contact with other people, are open-minded to new things and can demonstrate a good knowledge of English and Spanish, you're the right person for the Department of Administration.

More detailed information about our internship programme you can find on our website: www.s-w-e-p.com (an English version is available)

Please apply via e-mail including a CV in English or Spanish with a photograph to:

info@s-w-e-p.com

We look forward to receiving your application!

Your s-w-e-p Team