



## Spanish Work Exchange Programme

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## Hotel Work Placement in the Administration Department on Fuerteventura

The s-w-e-p office is located on Tenerife. We are organising exclusive hotel work placements on the Canary Islands, the Spanish Peninsula, Costa Rica, Malta and the Greek Islands.

One of our **4 star partner hotels on Fuerteventura** is looking for an intern in the **Department of Administration**. Are you looking to gain professional and international experiences in the hospitality industry and work where you can spend your leisure time at the beach, improve your spanish skills and get to know different cultures? Then this opportunity is for you!

**You will work for 40 hours a week with two days off. Food and accommodation are provided by the hotel free of charge, as well as pocket money of €200 per month.**

### Description:

**The duration of the placement is scheduled for 3 to 6 months.** Your daily tasks will be carried out on the computer and correspondence is conducted mainly in Spanish. Your duties include:

- cost and management accounting,
- budget control of individual departments,
- checking invoices, placing and filing invoices,
- working with an accounting programme,
- drawing up statistics,
- creating spreadsheets to reporting expenses,
- carrying out general administrative tasks,
- daily correspondence in Spanish.

### Requirements:

You are studying or doing an apprenticeship and are planning to do a work placement in the hotel industry. If you decide to do an internship in the Administration Department you'll need to be computer literate, preferably with experience of the MS Office package, have good communication skills, be flexible, motivated, reliable and a team player. You'll need to be able to work independently, be service- and customer-oriented, have a good awareness of costs and have good organisation skills. You take care of your appearance, have good manners and are always polite to colleagues/superiors. You have a friendly persona and perform to a high standard. If you are an open and confident person and have a good knowledge of Spanish, then you're the right person for a position in the Administration Department.

Besides, we have free vacancies for example in the Reception, Human Resources, Entertainment and the Public Relations/Quality Management Department. More details about our internship programme can be found on our website [www.s-w-e-p.com](http://www.s-w-e-p.com) (an English version is also available).

Please apply via e-mail including a CV in English or Spanish with a photograph to our E-Mail address: [info@s-w-e-p.com](mailto:info@s-w-e-p.com)

We look forward to receiving your application.

Your s-w-e-p-Team