

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

EMPLOYER INFORMATION	
Name of organization	Austrian Hotels Betriebs CZ s.r.o.
Address incl. post code	Královská 4/652, Prague 1, 110 00, Czech Republic
Telephone	+420 296 537 111
E-mail	e.sojakova@crowneplaza.cz
Website	www.crowneplaza.cz
Number of employees	108
Short description of the company	International 4 * hotel
Other	

CONTACT DETAILS	
Contact person for this placement	Eva Sojáková
Department and designation / job title	HR / HR Executive
Direct telephone number	+420 296 537 681 / +420 724 774 417
E-mail address	

PLACEMENT INFORMATION

Department / Function	Reservation Department
Description of activities	Enter rooming lists for Leisure and Corporate groups, print & completion of online bookings, complete files of the groups and FIT bookings, check of the booking vouchers (on-line), administrations, preparing of visa letters.
Location	Prague
Duration	6 months
Working hours per week	40 hours
Accommodation	Not provided
Details of financial and “in kind” support to be provided	
Other	Free lunch meals during the workweek

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	AJ - intermediate
Computer skills and level of skills required	NJ – Excellent knowledge of MS Office
Drivers license	No
Other	On-line interview will be held with possible candidates.

INFORMATION PROVIDED BY

Name	Eva Sojáková
Department / Function	HR Executive
E-mail address	e.sojakova@crowneplaza.cz
Phone number(s)	+420 296 537 681
Date	14. 3. 2014