

# ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

<b>EMPLOYER INFORMATION</b>	
Name of organization	Prague Spirit Group, s.r.o.
Address incl. post code	Pštrossova 7/205, 110 00 Praha 1
Telephone	+420 731 066 665
E-mail	info@chili.dj
Website	www.chili.dj
Number of employees	60
Short description of the company	We have two 3* hotels and one hostel in Prague's city center, run by a young, privately-owned hotel group.
Other	

<b>CONTACT DETAILS</b>	
Contact person for this placement	Hana Karolová
Department and designation / job title	Front Office Manager & Operation Assistant
Direct telephone number	+420 731 066 665
E-mail address	frontoffice@prague-spirit.com

## PLACEMENT INFORMATION

Department / Function	<b>Front Office (Reception) /Back Office</b>
Description of activities	<p><b>Field of Activity – Front Office (Reception):</b></p> <ul style="list-style-type: none"> <li>- Working with the reservation software</li> <li>- Taking and edit reservations</li> <li>- Check in/Check out, Billing</li> <li>- All types of guest correspondence/Care of guests in-house</li> <li>- Room check, Minibar and Service/Breakfast</li> </ul> <p><b>Field of Activity - Back Office:</b></p> <ul style="list-style-type: none"> <li>- Daily review /control of the booked reservations</li> <li>- Managing statistics and charts</li> </ul>
Location	Prague – city center
Duration	upon consultation, at least 3 month (or longer)
Working hours per week	20 - 40
Accommodation	Accommodation at trainees apartment for free
Details of financial and “in kind” support to be provided	<ul style="list-style-type: none"> <li>- Free accommodation</li> <li>- Hotel breakfast</li> <li>- Public transport season ticket</li> </ul>
Other	

## COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<p>obligatory: English B1-B2</p> <p>preferably: other language skills (German, French, Spanish, Italian, Russian or other)</p>
Computer skills and level of skills required	extensive knowledge of MS Office (Excel, Word, Outlook)
Drivers license	Not required (but would be advantage)
Other	<ul style="list-style-type: none"> <li>- a mind of working independently</li> <li>- a well-groomed appearance and good manners</li> <li>- a friendly and helpful nature, even under stress</li> <li>- intercultural experience and strong communication skills</li> <li>- the ability to integrate and work well in a Team</li> <li>- interest in new tasks and challenges</li> </ul>

### INFORMATION PROVIDED BY

Name	Hana Karlová
Department / Function	Front Office Manager & Operation Assistant
E-mail address	frontoffice@prague-spirit.com
Phone number(s)	+420 731 066 665
Date	April 3, 2014