



Paid Hospitality Internship Opportunity in Sydney

Internship: Front Desk Hospitality Internship

Duration: 3 to 6 Months

Start Dates: Start dates available throughout 2007. Allow 6 weeks minimum for application processing time.

The Organization: A boutique luxury serviced apartment is searching for a self-motivated and committed person, a problem solver. This is a career opportunity position for 40 hours per week with shift work required. Opportunities are available to gain broader experience through rotating positions.

Tasks Include:

- Overseeing the smooth and efficient operation of the Housekeeping and the executive Butler Team
- Meeting and greeting guests
- Providing information on local attractions and activities
- Valet parking assistance
- Booking and organizing the business centre and deliveries
- Providing exceptional customer service with the ultimate goal to deliver superb value and that expectations of guests are met at all times

Benefits include:

- Intern stipend of AUD \$250 per month for living expenses
- Meals while on duty
- Performance bonus every 3 months
- 2 Uniforms with 1 weekly dry-cleaning voucher
- Monthly activities with the Team
- Training and Development Opportunities
- A "Lifestyle Package" from the management. Including four one night stay vouchers for up to four people in a two bedroom apartment at any property. These vouchers are valid for any friends or family for 12 months, and subject to peak period and availability.

Qualifications / Skills Needed:

- Eager learner from age 18-30 years

- Fluent in English
- Knowledge of MS Word, Excel and Outlook and basic mathematical skills
- Previous customer service experience ideal
- Prior Front Desk or other prior hospitality experience preferred but not essential
- Ability to effectively deal with internal and external customers with patience, tact and diplomacy to defuse anger, collect accurate information and resolve conflicts
- Previous customer service experience ideal. Good communication skills essential.

Cost: \$1,090 USD for US citizens and those citizens eligible for a Working Holiday Visa. \$2,090 USD for all other citizens. Accommodation is included.

To inquire further about this internship, [please email us directly](#) or call our toll free number at 1-877-GE-ABROAD.

