



Paid Hospitality Internship Opportunity in Sydney

Internship: Hospitality Office Coordinator 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 reporting to the Marketing Manager. Opportunities are available to gain broader experience through rotating positions.

Tasks Include:

- Providing administration support to the sales team
- Assisting the accountant and bookkeeper once a week
- Creating with producing fortnightly rosters
- Assisting in developing and maintaining strong relationships with clients
- Utilizing word, excel and outlook, to organise travel arrangements for the directors and the sales and management teams
- Supporting with the preparation of stationary, advertising material, tenders, and much more

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.

