

## INTERNSHIP OFFER

EMPLOYER INFORMATION	
Name of organization	Corvin Center Suites
Address	Corvin sétány 4
Postal Code	1082
City	Budapest
Country	Hungary
Telephone	+36 70 770 4454
E-mail	hello@corvincentersuites.com
Website	www.corvincentersuites.com
Size of enterprise (nr of employees): small ( $\leq 50$ ), medium (51-250), large ( $>250$ )	Small
Year of foundation	2014
Short Description of the Company	Corvin Center Suites is an apartment hotel located in the center of Budapest. We offer brand new serviced apartments. Our main clients are leisure and business individual travelers. We are a deeply guest oriented company.
Other	Our team is composed of fresh and young people: all the members have the opportunity to participate in building up our project. Our philosophy is the continuous improvement to reach guest satisfaction. Our working method is based on making the individual skills contribute to the development of the group and its success.

## CONTACT PERSON DETAILS

Name	Iago Ferreira
Department / Function	Manager
Direct telephone number	+36 70 677 3444
Direct e-mail address	iagoferreiro@corvincentersuites.com

## PLACEMENT INFORMATION

Department / Function	<p>Multidepartment internship</p> <p>RECEPTION</p> <p>ONLINE MARKETING &amp; SALES</p> <p>HOUSEKEEPING</p> <p>MAINTENANCE</p>
Description of activities	<p>RECEPTION:</p> <p>Guest relations</p> <p>Providing full tourist information</p> <p>Accommodating guests in the apartments</p> <p>Check-in and billing processes</p> <p>Handling reservations</p> <p>ONLINE MARKETING &amp; SALES:</p> <p>Helping to improve and develop the website</p> <p>Handling and Managing Social Networks</p> <p>Creating promotions</p> <p>Updating information on the online distribution channels</p>

	<p>HOUSEKEEPING</p> <p>Checking apartments to ensure the quality standards</p> <p>MAINTENANCE</p> <p>Monitoring and controlling the property status</p> <p>Reporting problems to other departments</p> <p>Participating in the department's day-to-day activity</p>
Duration	3 months minimum
Working hours / Weekly working hours	8 hours per day / 5 days per week
City	Budapest
Help with finding accommodation	We help you to find accommodation.
Financial contribution	none
Other	

## REQUIREMENTS

Oral and written language skills	English: Written- Capability to read and write / Oral- High communication level
Field of study	Tourism and Marketing
Computer skills	Basic skills
Other	How to apply: Please contact <a href="mailto:iagoferreiro@corvincentersuites.com">iagoferreiro@corvincentersuites.com</a> and we will explain the process.