

ERASMUS STUDENT WORK PLACEMENT IN THE CZECH REPUBLIC

| EMPLOYER INFORMATION | |
|----------------------------------|--|
| 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 | |

| CONTACT DETAILS | |
|--|--|
| 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 | Front Office (Reception) /Back Office |
| Description of activities | <p>Field of Activity – Front Office (Reception):</p> <ul style="list-style-type: none"> - Working with the reservation software - Taking and edit reservations - Check in/Check out, Billing - All types of guest correspondence/Care of guests in-house - Room check, Minibar and Service/Breakfast <p>Field of Activity - Back Office:</p> <ul style="list-style-type: none"> - Daily review /control of the booked reservations - Managing statistics and charts |
| 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"> - Free accommodation - Hotel breakfast - Public transport season ticket |
| 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"> - a mind of working independently - a well-groomed appearance and good manners - a friendly and helpful nature, even under stress - intercultural experience and strong communication skills - the ability to integrate and work well in a Team - interest in new tasks and challenges |

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 |