

Columba

Department/Division: Reception, Administration, Sales

Columba residence located in Agen/south-west of France provides accommodation for students as well as for holiday or business travellers.

Position title: Executive Assistant, Reception Clerk

Position purpose: Executive assistance, reception management

Duties and responsibilities: - Reception, administration, sales

tasks: preparation of documents needed at check-in of clients (validation of dossiers, state of rooms, tourist maps), management of reservations and allocation of accommodation (taking into account clients' needs and responding to them as best as possible, planning), invoicing and collection of rents (knowledge of tariffs and services provided, cash management), various correspondence (informing clients about tourist stays, checking students' back-to-school files), participation in the commercialization of new services (meeting room, conference room, contacting companies, following schedules and drawing up a budget)

Qualifications

Field/s of study:

- Business and administration
- Economics
- Languages
- Language acquisition
- Literature and linguistics
- Management and administration
- Travel, tourism and leisure

Level of study: not relevant

Professional competencies: - experience in tourism/hospitality industry
- team player

Key competencies/Language skills:

- French - Intermediate (Required)
- Spanish - Beginner (Preferred)
- English - Intermediate (Required)

Key competencies/Computer skills:

- Word processing - Independent user
- Spreadsheets - Independent user
- Databases - Independent user

Key competencies/Other:

- Responsibility
- Professionalism
- Adaptability/Flexibility
- Planning & Organizing
- Customer Focus
- Teamwork
- Interpersonal Skills
- Critical & Analytical Thinking
- Intercultural perception

How to apply

Please send CV, cover letter by 15/03/2019 at the latest.

Facts

Economic sector: Rental and leasing activities

Size: staff 1 to 20

Working language/s: French

Type of work placement: Internship

City/Country: Agen France

Earliest start date: 02/05/2019

Latest start date: 02/05/2019

Duration: 3-6 months

Remuneration:

Financial contribution: in compliance with French legislation EUR/month

Contribution in kind:

- accommodation
- travel allowance

Application

Required application documents: CV, cover letter

Application deadline: 15/03/2019