



HR WORK EXPERIENCE

REF. No. 988

About us

Our hotel is a part of a worldwide known brand, with a recognisable reputation of innovation and leadership in the hospitality industry. One of the biggest hotel chains in the world, we are able to offer great experience in your chosen field. We are a 4 star property with 173 bedrooms with excellent transport links making it an ideal base for both business and leisure travellers to London.

Number of employees

170

Tasks

- General administrative duties
- Assisting in training – coordinating, updating training tracker and filing training records
- Updating Notice boards
- Preparing team newsletter
- Assisting in recruitment and selection
- Assisting in planning and organising staff events
- Coordinate exit interviews for any members of staff should they arise

Skills needed

- Proficient verbal and written English
- Flexible approach
- Attention to details
- Good organisational skills
- Open to learning and undertaking tasks outside specifications as required

Skills to be acquired

By the end of your internship you will be able to:

PRAKTIKUM IN LONDON



- Organise all aspects of a staff celebration, events
- Understand what are brand standards and training requirements
- Be confident in conducting interviews, preparing a job descriptions, offer letters, contract of employment and regret letters
- Update the training matrix and monitor compliance

Duration of the internship

Minimum 3 months

Office languages

English

Location

London

Financial support

Meals on duty

Office hours

Monday-Friday 9am-5.30pm (shorter hours can be considered)