



HR/RECRUITMENT INTERNSHIP

REF. NO. XXX

About us

Our hotel is situated in London. Incorporating an impressive Georgian manor, the oldest part of the hotel dates back to 1726. Much of the original character in this Grade II listed building has been retained to present an interior of grandeur, elegance and comfort, making it one of the finest hotels.

Number of employees

80

Tasks

- General administrative duties
- Updating Notice boards
- Preparing team newsletter
- Assisting in recruitment and selection
- Assisting in planning and organising staff events

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:

- Organise all aspects of a staff celebration, events
- Understand what are hotel standards and training requirements

PRAKTIKUM IN LONDON



- Be confident in conducting interviews, preparing a job descriptions, offer letters, contract of employment and regret letters

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)