




PIC Management Offers

Human Resources internship in Luxury hotel, Prague

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Location

Prague, Czech Republic

Category

Human resources

Job Type

Internship

Duration of internship

4 months

Base salary

0

Benefits

accommodation and meals

Work Hours

40 hours/week

Languages

English (B2)

Line of business

Hospitality, Tourism

Description

As a HR assistant you will discover all department tasks and responsibilities, from recruitment to administration management. you will work directly under department manager's supervision.

Responsibilities

The intern will be led to participate in the following missions:

- Participate in the recruitment of employees and hotel trainees
- Participate in the training plan.
- Internal communication: monitor the division of labor among departments to guard against managers of staff over.

- Administrative management (drafting of contracts, social security...)
- Post vacancies, Participate in career management changes, manage holidays, sick leaves, etc.

Company's presentation

Our partner is a luxury hotel located in the heart of Prague, the Czech capital. The hotel is also well suited for business tourism with all the necessary facilities, as for holidaymakers coming to discover the city. Featuring a Spa, a gym with stunning city views, a restaurant, it is a reference in Prague.

Profile required

Fluent English mandatory.

You are studying hospitality, tourism, languages or business. You are smiley and problem solver. You are dynamic and responsible.

Available for a 4 to 6 months internship. Internship agreement from university mandatory.

Recruitment process

First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

Fee charged only once the internship is secured with the host company you previously chose. 370 euros for a 3 months internship, 15 euros/additional week

Apply online or send your CV at students@pic-management.com

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