



## Spanish Work Exchange Programme

C/. Tinerfe El Grande, AP de Correos 138, E-38670 Adeje, Tenerife  
Tel.: 0034-922799650, Tel.: 0034-669820690, Fax: 0034-920331050  
E-mail: [info@s-w-e-p.com](mailto:info@s-w-e-p.com)  
Homepage: [www.s-w-e-p.com](http://www.s-w-e-p.com)

## Paid Hotel Internship in the Human Resources Department on Tenerife

**Our office is located on Tenerife and we organise exclusive hotel work placements on the Canary Islands, the Spanish Peninsula, Costa Rica, Malta and the Greek Islands. All our partner hotels offer free accommodation, board and pocket money.**

A luxury **5 star hotel on Tenerife** is offering an internship in the Human Resources Department. Would you like to gain professional and international experiences in the hospitality industry and work where others go on holiday? Would you like to improve your Spanish and spend your spare time relaxing at the beach? Then this opportunity is for you!

**You will work 40 hours per week with 2 days off. Free accommodation and board are provided by the hotel as well as pocket money of € 200 per month.**

### Description:

**The duration of this internship can be scheduled from 2 to 6 months.**

You will support the Human Resources Manager of the Hotel. Your tasks include:

- Processing of applications
- Assistance in recruitment of new staff
- Organising interviews and setting appointments for trainings
- Creating payrolls, compensation
- Administration tasks
- Contract management
- Internal quality management and much more.

### Requirements:

You are studying Tourism/Hotel Management, Business Administration, International Management, Human Resources Management, Communication, Marketing or something similar and you are planning to do an internship abroad in the hotel industry. Or you do an apprenticeship like Foreign Language Correspondence Clerk, Hotel Management Assistant or something related. If you decide to do an internship in the Human Resources department, you should be reliable, diligent and be a friendly, open-minded person. Your knowledge of English needs to be good and you need to have at least an intermediate level of the Spanish language.

Besides an internship in the Human Resources Department, we have free vacancies in many other Departments like Marketing, Reception, Animation, PR/Quality Management, etc. More details about our internship programme can be found on our website [www.s-w-e-p.com](http://www.s-w-e-p.com) (an English version is also available).

Please apply via e-mail including a CV in English or Spanish with a photograph to our e-mail address: [info@s-w-e-p.com](mailto:info@s-w-e-p.com)

We look forward to receiving your application!

Your s-w-e-p-Team