



s-w-e-p

Spanish Work Exchange Programme

Calle Tinerfe El Grande • AP de Correos 138 • 38670 Adeje, Tenerife
Tel: +34 922 799 650 • www.s-w-e-p.com • info@s-w-e-p.com



The s-w-e-p office is located on the island Tenerife. We are organizing exclusive hotel internships on the Canary Islands, Spain, Mallorca, Ibiza, Malta and the Greek Islands. Are you looking for valuable and exciting experiences abroad in the hotel business for your future job career? In your leisure time you enjoy the sun, beach and the sea? Then you are absolutely right here!

Internship abroad in the Human Resources Department in a 5-star hotel on Malta

- You will work 40 hours a week with 2 days off
- Free board and accommodation are provided by the hotel
- You will receive pocket money of €200 per month
- Internship period: minimum 2 months
- Start of internship: from now on or later

Your tasks

- Reviewing and processing of applications
- Assistance in the recruiting process of new employees
- Coordination of job interviews and workshops
- Supporting the preparation of payrolls and other remuneration
- Draw up employment contracts and many other documents

Your profile

- Student/Trainee in Business Studies, Tourism or Hotel Management, HR Management, Foreign Languages, Communication, Psychology...
- Flexible, detail-oriented, reliable, discrete, loyal, confidential
- Open-minded personality, communicative, solution-oriented
- Good English skills are required

Please send us your CV in English to: info@s-w-e-p.com

Further information to our internship programme is available on: www.s-w-e-p.com

