PRIVATE OWNED

GUESTHOUSE GROUP & APARTMENTS
The "Sweetest Guesthouses" is a Group of 4 Guesthouses and 7 Holiday Apartments with 31 individually designed and furnished rooms located in the most popular suburb of Cape Town - Sea Point on the Atlantic Seaboard. Our Guesthouses are privately owned and offer personalized service. We are offering an internship program to committed young students to work particularly in the front administration of the guesthouse operations.

Sweetest Guesthouses provides students with an exciting six month practical internship experience in the hospitality field. Hotel school students will be able to develop their guest service and hands-on skills in Front Office Operations, Room Division, Daily Operation, Reservation and Administration in meaningful roles and under the supervision of the owners.
During the Administration Internship the Student will learn:
- Preparation of written quotes and confirmations
- General correspondence
- Customer-oriented interaction with guests
- Usage of phone switchboards and guest-oriented phone conversations
- Gain experience in usage of front office computer programs (room management, customer database, room rack lists, lost & found items etc.)
- Complete preparation of final invoice and check out of guests
- Knowledge of all methods of payment provided (cash register, debit/credit cards, gift certificates etc.)
- Guest Services (tickets, errands, flight confirmations, assistance with guest events etc)
- Gain know-how and be able to apply this to all available tools of communication (booking platforms, emails, central reservation systems, GDS, hospitality affiliates, social media etc.)

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**Requirements:**

To be eligible for the practical internship students must currently be involved in or pursuing a degree in the hospitality or service management field. The students must have good English communication skills, be reliable and able to work independently and must have practical experience in the hospitality industry. **Driver’s License is essential.** We are looking for motivated, energetic and enthusiastic applicants.

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**Others:**

Sweetest Guesthouses is offering accommodation in company apartment together with free duty meals, the renumeration is negotiable. The applicant would be responsible for all transportation to and from South Africa. Applicants who would be interested in taking a practical internship with "Sweetest Guesthouses", Cape Town, please contact the undersigned via e-mail incl. CV.
Contact Stefan or Maggie
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