



Apply here

Start date

Flexible within the next three months

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

London, England
London is the capital and largest city of England and the United Kingdom. One of the world's most visited cities, it is steeped in history and culture. A city where you can eat fine food and experience great times, it has something for everyone.

Are you eligible?

Are you a registered student?
Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is a fantastic opportunity for an organised business minded individual to gain invaluable experience within this young, energetic company. Offering a five star fully managed property service for London house owners looking for an occasional extra income, you will assist the Operations Manager overseeing the provision of a first-class seamless service to both clients and guests. With perks such as team breakfast, Friday beers, tickets to events and tours of parliament, this will not only be great for your CV but will offer an unbelievably exciting experience.

Tasks

- Managing the ground operations with a proactive and accountable attitude
- You will be the “fixer” if something needs doing, you’ll be the first to step up
- Assisting the Operations Manager with management and record-keeping of hundreds of keys
- Greeting and checking-in guests to a high standard of customer service
- General administration and office management
- Implementing new processes and formalising them into standard operating procedures
- Assisting the Pricing Manager with day-to-day pricing tasks
- Updating minimum stays and prices as per monthly pricing meeting
- Spotting trends and considering local events and market movements
- Devising a strategy for improving the pricing processes

Desired Skills

- Studying for a degree in Business Administration or similar and interested in operations management
- Energetic and enthusiastic
- Super organised with the ability to multitask
- Confident and communicative

The Host Company

The host company offers a first-class property management service to London house owners wishing to earn an additional income. Supplying a complete package that includes promotion on rental sites such as Airbnb, preparing property for arrivals, vetting and meeting and greeting guests, this host is quickly gaining a reputation to match its quality service. Young, fun and energetic, this fast-paced innovative company is really going places.