



## Spanish Work Exchange Programme

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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, the Greek Islands and Costa Rica. Are you looking for exciting experiences abroad and valuable insights into the hotel business for your future career? Would you like to enjoy sunny weather and the beach during your leisure time? In that case you are exactly right here!

### Hospitality Internship in the Human Resources Department on Tenerife (m/f/d)

- 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 your hotel 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 other documents

#### Your Profile

- Student/Trainee in Business Studies, Tourism/Hotel Management, HR Management, Foreign Languages, Communication, Psychology, etc.
- Flexible, detail-oriented, reliable, discrete, loyal, confidential
- Open-minded personality, communicative, solution-oriented
- English and Spanish skills are required, further foreign languages are beneficial

You are interested in completing an internship in Spain? Apply now for one of our internships! Please send us your CV in English or Spanish to: [info@s-w-e-p.com](mailto:info@s-w-e-p.com)

Find further information on our hotel internship programme on our website: [www.s-w-e-p.com](http://www.s-w-e-p.com)

