**Erasmus Student Work Placement**

**in the Czech Republic**

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| **EMPLOYER INFORMATION** |
| Name of organization | Austrian Hotels Betriebs CZ s.r.o. |
| Address incl. post code | Králodvorská 4/652, Prague 1, 110 00, Czech Republic |
| Telephone | +420 296 537 111 |
| E-mail | e.sojakova@crowneplaza.cz |
| Website | www.crowneplaza.cz |
| Number of employees | 108 |
| Short description of the company | International 4 \* hotel |
| Other |  |

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| **CONTACT DETAILS** |
| Contact person for this placement | Eva Sojáková |
| Department and designation / job title | HR / HR Executive |
| Direct telephone number | +420 296 537 681 / +420 724 774 417 |
| E-mail address |  |

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| **PLACEMENT INFORMATION**  |
| Department / Function | Reservation Department |
| Description of activities | Enter rooming lists for Leisure and Corporate groups, print & completion of online bookings, complete files of the groups and FIT bookings, check of the booking vouchers (on-line), administrations, preparing of visa letters. |
| Location  | Prague |
| Duration  | 6 months |
| Working hours per week | 40 hours |
| Accommodation | Not provided |
| Details of financial and “in kind” support to be provided |  |
| Other | Free lunch meals during the workweek |

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| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS**  |
| Languages and level of competence required | AJ - intermediate |
| Computer skills and level of skills required | NJ – Excellent knowledge of MS Office |
| Drivers license | No |
| Other | On-line interview will be held with possible candidates. |

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| **INFORMATION PROVIDED BY** |
| Name | Eva Sojáková |
| Department / Function | HR Executive |
| E-mail address | e.sojakova@crowneplaza.cz |
| Phone number(s) | +420 296 537 681 |
| Date | 14. 3. 2014 |