



## 6 Months Junior Operations Manager Internship

**WATOP0106**

### **PLEASE READ CAREFULLY BEFORE CONTINUING.**

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide students with a great experience, both professional and personal.

**REQUIREMENTS:** ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

**BENEFITS:** ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 600-700€ per month.**

There is no salary over and above the benefits offered, unless specifically stated.

**To know more, please visit:** [www.espauk.com](http://www.espauk.com)

## The Host Company

This prestigious company, one of the finest Hotels built around an old flour mill, offers excellent accommodations in Hemel Hempstead with a panoramic view of river Bulbourne threading through the property. Experience a serene, old world retreat from the bustling city life in the picturesque modern hotel. A convenient gateway venue with plenty of spacious free car parking, The Hotel also offers wonderful amenities and hospitality for a relaxing stay, with convenient access to the area's tourist, industrial and commercial centres.

The Hotel has 71 tastefully appointed rooms, several with beautiful views of lush green meadows and the river Bulbourne. A blend of refined luxury and refreshing tranquillity is sure to romance both leisure and business traveller alike.

## Role

Assistance in the day-to-day management of the hotel and its staff, budgeting and financial management, planning, organising and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations, and housekeeping. An ideal Junior Operations Manager will be able to pay attention to the details, setting the example for staff to deliver a standard of service and presentation that meets guests' needs and expectations. Business and people management are equally important elements.

## Duration

6 months

## Location

Hemel Hempstead, Hertfordshire. 24 miles (39 km) northwest of London and part of the Greater London Urban Area.

## Languages

English should be B2/C1

## Start date

As soon as possible

## Tasks

- Planning and organising accommodation, catering and other hotel services.
- Assistance with managing budgets and financial plans as well as controlling expenditure
- Setting and achieving sales and profit targets, and maintaining financial records.
- Recruiting, training and monitoring staff.
- Planning work schedules for individuals and teams.
- Meeting and greeting customers as well as dealing with customer complaints and comments.
- Ensuring events and conferences run smoothly.
- Supervising maintenance, supplies, renovations and furnishings.
- Assistance with dealing with contractors and suppliers.
- Ensuring security is effective and compliance with licensing laws, health and safety regulations, etc.
- Carrying out inspections of property and services.
- Other typical duties.

## Personal Skills

- Prior work experience working for a hotel or other type of lodging.
- Leadership and motivational skills.
- Strong communication skills.
- Organization skills.
- Ability to multitask and solve problems.
- Commitment.
- Dedication.

## Extra benefits

**Accommodation and meals will be provided by the Hotel.**

## How to apply

**STEP 1)** Please, register with us at <http://www.espauk.com/students/register-with-us>

**STEP 2)** Please, send an email to [madeline@espauk.com](mailto:madeline@espauk.com) with the reference code **WATOP0106** attaching your CV as a pdf file. A cover letter is always helpful.

## Are you eligible?

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