



Internship Opportunity (Reception)

CIS de Champagne – Reims

The CIS de Champagne is looking for an intern at the reception for the busy season (from March to July or from September to November).

The Centre International de Séjour de Champagne is a collective hostel which combines culture and conviviality in Reims. Rooms and meeting rooms are available for visitors from different countries.

There are many services (reception, catering, cleaning, marketing/communication, groups, meeting rooms) that collaborate within the CIS in order to best meet the customer's needs.

You must have an advance level of French and English (reading, writing and speaking).

Shift in 35 hours (5days/7days) with two days off per week. Hours range from 7 a.m to 10 p.m for a working time of 7-8 hours a day.

Responsibilities :

- Welcoming groups or individual customers
- Answering the phone
- Making reservations
- Management of the accommodation/meeting rooms planning
- Invoicing
- Cashing
- Minor administrative tasks (registering mail, etc.)
- Occasional assistance to other services

Duration of the internship from **28 effective days**.

Benefits :

- Free on-site accommodation
- Collaborative working environment
- Meal rates for the staff or an available kitchen

If you are interested in the hospitality industry and would like to learn more about it as a part of a small team, we would love to hear from you.

Send your CV to lucie@cis-reims.com to apply.