

Marketing and Sales intern

Description

B-aparthotels is providing spacious serviced apartments for short and long stay. With 4 buildings in Brussels, as well as 1 in The Hague in The Netherlands (Amsterdam is coming soon and other properties in Benelux). B-aparthotels offer serviced apartments with a wide range of hotel services (weekly cleaning, breakfast, fitness, parking...) and accommodation type from the standard hotel room to the 2-bedroom penthouse with also studio, duplexes, and 1 to 3-bedroom apartments. You will enter small multilingual teams, with whom you will be in contact throughout the internship. More information on www.b-aparthotels.com

The company is looking for a qualified intern to join our sales and marketing team.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained experience in various aspects of hospitality and sales/marketing.

OBJECTIVE: THE INTERN WILL BE RESPONSIBLE FOR:

- Assist with telemarketing and sales visits
- Enter contact information into contact management systems
- Provide support to social media efforts
- Maintain tracking report of public relations activity
- Assist with performing client assessment and onsite visits
- Assisting the organization in the development and implementation of its marketing, business development, and sales plans.
- Identify all potential new account and competition
- Assist with performing client assessment and onsite visits
- Assist in coordinating various marketing methods including, direct mail, print ads, networking, internet, social media, and develop new methods of marketing.
- Assist in the distribution or delivery of marketing materials
- Assist with fulfillment of marketing offers
- Assist with execution of trade shows
- Attend trade shows, conferences, networking events
- Assist with the preparation and delivery of sales and marketing materials
- Perform analysis of marketing and sales data
- Seek and analyze competitor marketing and sales materials both on and offline

QUALIFICATIONS

- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Proactive problem prevention and issue resolution leadership ability
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Ability to learn other software programs
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team
- English mandatory
- French – Dutch – German - Spanish can be a plus
- Professional personal presentation
- Customer service orientation
- Information management
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Stress tolerance

COMPENSATION:

- The intern can be accommodated in the hotels free of charge (assistance to guests and in the hotel may be required in case of need)
- Monthly metro card (metro bus tram)
- Lunch compensation (2.50€/working day)
Or
- Alternatively, a compensation of € 1.000 per month

Starting date 29 of July 2019

If you are interested send a CV and a cover letter to: lbaert@b-aparthotels.com

Operation intern

Description

B-aparthotels is providing spacious serviced apartments for short and long stay. With 4 buildings in Brussels, as well as 1 in The Hague in The Netherlands (Amsterdam is coming soon and other properties in Benelux). B-aparthotels offer serviced apartments with a wide range of hotel services (weakly cleaning, breakfast, fitness, parking...) and accommodation type from the standard hotel room to the 2-bedroom penthouse with also studio, duplexes, and 1 to 3-bedroom apartments. You will enter small multilingual teams, with whom you will be in contact throughout the internship. More information on www.b-aparthotels.com

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OBJECTIVE: THE INTERN WILL BE RESPONSIBLE FOR:

- Handle all guest related matters till closure of the office.
- Assist colleagues in other departments.
- After office closure making reports, enter reservations, spot checks in the residences, manage inventory, take care of urgent small maintenance items, follow-up on unforeseen urgent housekeeping matters,
- Assist the person in charge of the duty phone for emergencies which could occur during office closure.
- Providing efficient, prompt, courteous, trouble-free and proactive service to customers and colleagues, hence maximizing guest satisfaction.
- Various admin tasks: Purchase of breakfast and technician need ect.

Clients management

- Handle the check-in, whether this is a personal face-to-face or via the self-check-in procedure.
- Handle and manage eventual walk-in or last-minute reservations.
- Some guests have some special requests or extra needs which we try to fulfill during the office hours.
- Make sure all needed information per client is in the system.
- Handle questions and suggestions occurring during the shift and emergency calls after office hours.
- Smile and service mind are priority n°1

QUALIFICATIONS

Skills: In addition to technical competencies, following skills are important:

- Problem and complaint solving
- Technical mind, basic
- Communication skills
- Interpersonal skills
- Analytical thinking
- Innovative thinking

Attitude: In addition to basic grooming rules, the following traits of attitude are important

- Punctuality
 - Team spirit
 - Flexibility
 - Discretion
 - Openness
- Patience
 - Customer orientation
 - Solution oriented
 - Proactive

COMPENSATION:

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Revenue management intern

Description

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The company is looking for a qualified intern to join our sales and marketing team.

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OBJECTIVE: THE INTERN WILL BE RESPONSIBLE FOR:

- Responsible for the execution of the pricing policy by yielding
- Daily adjustment of the rates and room availability on various websites and distribution channels
- Processing the production figures for the forecast and budget
- Maintenance CRS and PMS (Fidelio) system
- Execute market share analysis
- Producing reports
- Rate parity checks
- Analysis and optimization of various booking channels
- Profitability analyzes of complex group requests
- Assisting the Revenue Manager in revenue-related projects
- Communication with various stakeholders for the purpose of the revenue strategy.



QUALIFICATIONS

- You are a student at one of the (hotel)schools
- You have strong Excel and PowerPoint skills
- You are precise and have excellent analytical skills
- You are discreet and are able to handle confidential information
- You are eager to learn and able to work independently
- You are result oriented and driven to maximize revenue
- You are good at time management
- You have excellent communication and computer skills
- An outstanding knowledge of English language (spoken and written) is required!
- Knowledge of PMS is an advantage

COMPENSATION:

- The intern can be accommodated in the hotels free of charge (assistance to guests and in the hotel may be required in case of need)
- Monthly metro card (metro bus tram)
- Lunch compensation (2.50€/working day)

Or

- Alternatively, a compensation of € 1.000 per month

If you are interested send a CV and a cover letter to: lbaert@b-aparthotels.com



Accounting intern

Description

B-aparthotels is providing spacious serviced apartments for short and long stay. With 4 buildings in Brussels, as well as 1 in The Hague in The Netherlands. (More project to come in Amsterdam and the Benelux).

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The company is looking for a qualified intern to join our accounting team.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in various aspects of hospitality and sales/marketing.

OBJECTIVE: THE INTERN WILL BE RESPONSIBLE FOR:

- encoding of invoices in the electronic payment system
- encoding of financials in fidelio and in accounting
- support for finalization of the monthly financial reports
- redaction of monthly management reports and analysis of the operating account
- support for the comptability of the Netherlands

QUALIFICATIONS

- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Proactive problem prevention and issue resolution leadership ability
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Ability to learn other software programs
- Ability to work independently and as part of a team
- English mandatory
- French – Dutch – German - Spanish can be a plus
- Professional personal presentation
- Information management
- Organizing and planning
- Attention to detail



- Initiative
- Reliability
- Stress tolerance

COMPENSATION:

- The intern can be accommodated in the hotels free of charge (assistance to guests and in the hotel may be required in case of need)
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