

Role Title: **Guest Relationship and  
Operations Assistant-  
Trendy Cape Town  
Boutique Hotel**

**TYPE**

INTERNSHIP

**CAREER FIELD**

Hospitality & Tourism

**START DATE**

FLEXIBLE

**THE ORGANISATION**

A trendy and lively boutique hotel in the Cape Town City Bowl who provides outstanding accommodation and unique experiences for local and international guests.

**ROLE & RESPONSIBILITIES**

Work alongside our hospitality team to ensure the best possible experience to our guests. This includes managing reservations, reception, event planning and general hotel operations. Interns will also recommend tours, restaurants, activities for guests and assist with bookings.

Assist in creating a unique and memorable visit for our guests and contribute to the lively and upbeat atmosphere we create for them.

**SKILLS ACQUISITION**

- Time management and the ability to prioritize tasks
- Teamwork and cultural awareness
- Customer service
- Interpersonal communication
- Conflict resolution and problem-solving
- Business acumen

## PERSON REQUIREMENTS

Proficiency in English; knowledge of other languages is also beneficial  
Excellent communication skills  
Strong work ethic and ability to be flexible  
Currently studying or interested in the fields of hospitality management, customer service, tourism, business administration, etc would be beneficial

## BENEFITS TO THE INTERN

Gain hands-on experience in a vibrant, fun and exciting work environment  
Work alongside and learn from people from different backgrounds and cultures  
Gain an in-depth understanding of South African culture and history  
Gain experience to add to your CV in customer service, hospitality, events, travel and tourism

## SCHEDULE & COMPENSATION

Full-time temporary role with expectation of 37.5 hours work per week.  
  
Summer placement of 8-12 weeks with some flexibility and potential to extend  
  
Internship completed on an unpaid basis.

## Further Information

For more information on our Hospitality & Tourism internships, click here:

[Hospitality & Tourism Internships](#)

