

Estella



Hotel & Apts

Erasmus Student Work Placement

Name of Company: **AMATHOS INVESTMENTS LTD**

EMPLOYER INFORMATION	
Name of organisation/company	AMATHOS INVESTMENTS LTD (ESTELLA HOTEL APTS)
Full address inc post code	CHRISTAKI KRANOU 3, POTAMOS YERMASOYIAS 4047 LIMASSOL - CYPRUS
Telephone	+357-25321922
Fax	+357-25314860
E-mail	mail@estellacyprus.com
Website	www.estellacyprus.com
Number of employees	Nine (9)
Short description of the company	<p>Estella Hotel & Apartments is a small complex of 36 studios and Family suites ideally located within walking distance of Limassol's lively Tourist Area and its sandy beaches. Each studio has individual heating and air-conditioning. All have south facing balconies and are bright and sunny. They are twin-bedded with the larger studios taking a third bed or a cot. All apartments have bath/shower, wc, television and direct dial telephone. The hotel has recently been refurbished and all studios have parquet floors.</p> <p>Our cosy restaurant serves breakfast, lunch and dinner daily and hold special BBQ nights and Greek nights. There's always something going on to please everyone with satellite television lounge, pool table, swimming pool and sauna, as well as a martial arts gym and free wi-fi (in the lobby). Babysitting facilities are also available.</p>
CONTACT DETAILS	
Contact person for this placement	Mr Panayiotis Angelides
Department and designation / job title	Hotel Manager
Direct telephone number	00357-25321922
E-mail address	manager@estellacyprus.com

Application Procedure	
Who to apply to (including contact details)	Please email an European CV and personal statement to manager@estellacyprus.com before the deadline.
Deadline for applications	31/01/2013
Application process	Applicants will be informed of the outcome by e-mail from Mr Panayiotis Angelides
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Hotel Management / Front Office
Description of activities	<p><u>Info on the Project to be involved in</u></p> <ul style="list-style-type: none"> - Assist at Front Office Duties and possible to perform alone duties after a certain period of training (max 1 month) - Assist the daily management work (i.e assist with implementation of rates in web, working schedule, daily check rooms cleanliness for guest arrivals, check public areas for cleanliness, assist with solve of guest problems and if any complains - Involvement in meetings with staff. Assist with decision making - Involvement in any other activities that may be deem necessary and concern the Hotel Operation.
Location	AT ESTELLA HOTEL APTS – LIMASSOL
Start Date	01/05/2013
Duration	4 months
Working hours per week	44 HOURS PER WEEK
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	No financial support will be provided, however a small financial bonus at the end of the training/employment may be provided.
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Proficient writing, understanding and speaking Russian, English. Any other language (i.e German, Italian, French) will be consider as an advantage
Computer skills and level of skills required	KNOWELDE OF THE USE OF MICROSOFT OFFICE (WORD, OUTLOOK, EXCEL
Drivers license	Not a must
Other	

INFORMATION PROVIDED BY

Name	Panayiotis Angelides
Department / Function	Hotel Manager
E-mail address	manager@estellacyprus.com
Phone number(s)	00357-25321922
Date	14/09/2012