



STAY | STUDY | WORK | PLAY

EazyCity is looking for an enthusiastic, Accommodation Services Intern to join our dynamic team.

### **About the Company**

At EazyCity we believe in embracing new life experiences and swallowing them whole. Live abroad, meet new people...dive into a new culture, learn more about others...enrich your life & discover more parts of yourself.

We offer programs for young at heart people who want to STAY | STUDY | WORK | PLAY in a new city. We also partner with companies to provide orientation and relocation services for their new recruits! We provide and manage self catering accommodation for individuals and groups coming to Ireland to study, intern or take part in a cultural exchange program.

Always growing and evolving we are always on the look-out for talented people to join our life-changing adventure!

### **The Position**

The candidate will work as part of the Accommodation Team reporting directly to the Accommodation Services Coordinator. The Accommodation Services Intern will work on various aspects of our accommodation business.

### **Key Responsibilities**

- Contacting guests regarding customer service updates
- Carrying out viewing meetings at properties
- Helping to prepare info materials for the accommodation
- Assisting the Accommodation Services Coordinator in planning the weekly schedule

## Requirements

The ideal candidate will possess the following traits and skills:

- Fluent English (Verbal and written skills)
- 'Can-do' attitude with a focus always on the solution never on the problem!
- Punctual
- Proficient user of MS Office and internet; General computer skills including Microsoft Word, Excel, PowerPoint and Project
- Excellent telephone etiquette, communication, and organizational skills, as well as excellent written and verbal communication skills.
- Desire to learn and grow professionally.
- Flexible, committed, and passionate about delivering impeccable results in each task
- Always looking for ways to improve in order for the Company to be more efficient and in turn deliver better service to our customers and partners

This full-time internship is open for an immediate start.

Benefits:

- Company events
- Free or subsidised travel
- Training and networking events

Schedule:

- 5 days across Mon-Sun

Please send your CV and application letter to [ana@eazycity.com](mailto:ana@eazycity.com) .