



Internship Opportunity

Contemporary Hotels Ad

Ascham parents Matt and Romaine Fleming, CEO and Director at Contemporary Hotels are offering a 'High Season' Internship at Contemporary Hotels. Contemporary Hotels manages high-end, luxury holiday homes in Palm Beach, Sydney's Eastern Suburbs, Southern Highlands, South Coast, Byron Bay and Port Douglas. They are a bookings agent, exclusively managing a portfolio of 200 holiday homes across the country. They currently have a female dominated sales team which includes an Ascham Old Girl.

Details

Location: 2/297 Liverpool St, Darlinghurst, NSW 2010

Type of Internship: Part-time across university summer vacation

Commitment: Flexible with days/hours but ideally the intern is available 4-5 days per week. Darlinghurst office is open Monday to Friday, 9am – 5pm, Palm Beach office is open Monday to Saturday.

Website: <https://contemporaryhotels.com.au/>

Responsibilities:

Contemporary Hotels welcomes all their high season guests in December to January. It is an extremely busy time of year with many adhoc jobs to do. An intern will assist with answering phone calls and helping with emails, assisting with in-house guest requests, arranging emergency trades, arranging cleaning schedules. Adhoc jobs to ensure the guests stay is seamless and organised. As a boutique company with many moving parts, interns will have exposure to the multiple facets of the business with tremendous learning opportunities.

Responsibilities include:

- Answering phone calls
Assisting with emails
- Clerical tasks
- Arranging emergency trades

- Assist with EDM ideas and marketing mailouts
- Assist with social media content
- Attending to guest requests

Skills and Attributes

- Must have a drivers' licence.
- Positive attitude
- Good organisational skills
- Excellent verbal and written skills
- Ability to think clearly under pressure
- Common sense
- Adaptability
- Good communication and interpersonal skills
- Problem solving skills

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2021/2022

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2021 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 13 August 2021