

## Front of House & Events Scholarship



6 month placement

tel: +32 (0)16 310 430  
[irishcollegeleuven.eu](http://irishcollegeleuven.eu)

# The College Leuven

The Irish College Leuven offers international six-month placement scholarship in hospitality at its heritage campus in Belgium. This is a unique opportunity to gain experience in different areas within the hospitality industry at high-level conferences and events and providing quality accommodation for our guests. Successful applicants will work in supporting the work of our clients at their conferences, meetings and events and delivering a quality hospitality experience for guests from all over the globe.

## The best student city!

The City of Leuven is home to one of Europe's foremost universities, KU Leuven. With over 55,000 students living and studying in Leuven, the city is a hot spot for student life. There are weekly activities, sports, concerts and culture for young people and the city's Oude Markt square is central to student social life. No need to worry about learning Dutch everyone in Leuven speaks English. The best way to experience Leuven is to live it!



## Your Role

### Responsibilities:

- Managing the reception, telephones, and room reservations
- Delivering a professional greeting to guests and visitors to the highest standards
- Attending to guest and visitor requirements
- Assisting with the smooth running of conferences, meetings and events
- Setting up IT and AV equipment for clients
- Supporting client group activities out of house
- Producing invoices for clients
- Filing and organising documents

### We are looking for enthusiastic applicants who have:

- Excellent communication and interpersonal skills
- Able to operate independently and as part of a team
- Confident in using IT applications
- Proficient in numeracy and basic accounting practices
- Interested in living and working abroad
- Hold an EU passport

### We offer:

- Accommodation on a twin share basis in a university hall of residence
- Certain meals during working hours
- Laundry facilities at the College and the hall of residence
- A weekly allowance of €125.00 (paid into your home bank account)
- Training and development in office and event management

Students are also entitled to apply for grant support through the Erasmus+ Programme or the EURES Youth Employment Programme