



GROUP ACCOUNT DEVELOPMENT INTERNSHIP

REF. No. 1014

About us

We are one of the world's premier suppliers of online hotel bookings and inbound travel services to the tourism sector. With over 35 years specialist experience, we offer a wide range of group and FIT services.

Tasks

- Administrational support for the Customer Delivery and/or Account Development team
- Liaising with British and European suppliers – ie hotels, guides, coaches, restaurants, entrances
- Booking services
- Logging new request on our in-house reservation system Tourplan
- Updating the client database SAP
- Doing research for new itineraries.

Skills needed

- good knowledge of English
- fluency in an additional language
- good organisational skills
- Students working as a required part of a UK based further or higher education course
- Workers participating in the second or latest phase of the European Community Leonardo da Vinci Programme, or in the European Community Youth in Action Programme
- Workers participating in the European Community Erasmus Programme, or in the Comenius Programme
- The intern placement must form part of the student's curriculum
- The intern must maintain their status as a student
- The intern must not be considered to be a worker or employee
- The placement must last less than one year

PRAKTIKUM IN LONDON



Skills to be acquired

- Organisation skills
- Language skills
- Administration skills

Duration of the internship

6 months

Office languages

English

Location

Edinburgh

Financial support

none

Office hours

Mon-Fri: 09.00-17.30 with one hour for lunch