



TOUR PLANNER INTERNSHIP

REF. No. 1070

About us

Britain's longest-established tour operator, offering flexible privately guided tours by car and minibus with expert tour guides.

Number of employees

6 office staff

30-40 free-lance guides

Tasks

- Answering prospective customer enquiries promptly (email and phone)
- Providing general advice about different products offered and travel destinations in the UK
- Drawing up tour itineraries and quoting tailor made tours
- Liaising with and assisting the team of guides
- Selecting and contacting subcontractors such as coach operators to make suitable arrangements
- Using the computer database
- Taking payments, checking tour payments
- Performing general administration tasks

Skills needed

- Fluent spoken and written English
- Good telephone manners
- Basic IT skills
- Punctuality and flexibility
- Good interpersonal skills

Skills to be acquired

PRAKTIKUM IN LONDON



- The ability to work well as part of a team
- The ability to cope under pressure
- Competent organisational skills
- Good sales skills
- A competent grasp of UK geography

Duration of the internship

4 – 6 months

Office languages

English

Location

London

Financial support

none

Office hours

Monday-Friday 8:30am-5:30pm, 1 hour lunch break