

GROUP OPERATIONS & BUSINESS DEVELOPMENT INTERNSHIP

REF. NO.1005

About us

Our company was founded in 1973 & currently has a multi-national staff of 12. We are a small friendly inbound group tour operator however our clients travel to the whole of Europe. Our clients are from all over the world, however our main markets are the USA, New Zealand, Germany & Austria. We handle special interest tours such as touring choirs & orchestras, university educational tours, music, art, history & garden special interests to name but a very few. The wide variety of tours makes the role of our staff an interesting one often involving extensive research.

Number of employees

12

Tasks

The role will be very varied and will give the opportunity to learn about many aspects of an incoming tour operator.

The student would be working in group operations & business development in the incoming German department and will be given a lot of responsibility & the need to work independently from the beginning.

The work is likely to include such duties as making hotel reservations, researching special visits & themes, booking guides, coaches, theatre tickets, meals, trains etc, translating itineraries, negotiating rates, preparing rooming lists, errands & data input. Within a small company like Sovereign Tourism we inevitably have to be multi-task workers!

There will be continual contact with our staff & a lot of telephone work so students will be speaking English most of the day.

We as a company will always do our best to make sure that students get the most out of their internships and that they get the utmost opportunity to understand and learn in a working environment. There will also be plenty of opportunities "out of office hours" to experience the fun, social side of the London travel trade as the company is often invited to various events, parties & openings of new attractions.

Skills needed

- An excellent level of English both spoken & written
- Fluency in at least one other language – German, French or Italian
- Ability to be a multi tasker
- Ability to work under pressure & to use initiative
- Attention to detail
- Ideally with some previous work experience in tour operations

Skills to be acquired

The student will gain a full understanding of how an incoming special interest group operator works as he/she will be involved in most of the processes involved & will have the opportunity to work alongside most of the permanent staff

Duration of the internship

4 months+

Office languages

English

Location

London

Financial support

Travelcard

Office hours

Monday to Friday; 09.00 – 17.30

One hour lunch break

Contact

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