

PRAKTIKUM IN LONDON



TRAVEL ADMINISTRATION ASSISTANT

REF. No. 007

About us

Our company cooperates with Incoming Agencies in Great Britain and Ireland, Morocco, South Africa, the United Arab Emirates, Iceland, Germany and Austria.

Our partners provide tailor made tours for groups as well as individual traveller programs. Our main products are group tours, FIT, city tours, round-, study-, and student trips and incentives.

Number of employees

3

Tasks

- Administrative tasks such as updating webpage, mailings, filing
- Keep the database up to date
- Input of new requests into our system, regular updates
- Translate offers from English into German and vice versa
- Internet research
- General admin work
- Follow up calls to existing clients
- Prepare marketing and advertising campaigns for www.germanic-london.com
- Event related administration tasks

Skills needed

- Motivation, team orientation
- Working independently
- Good knowledge of English, German
- Use of standard computer applications, Word, Excel, PowerPoint

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Skills to be acquired

- Insights of the business of a sales representation
- Improved Computer skills
- Basic Marketing skills
- Typo3 and IperiTools© Database will be used in the office

Duration of the internship

min. 3 months

Office languages

German

Location

West London

Financial support

£100 per month

Office hours

Monday-Friday 9am-6pm, 1 hour lunch break