



## ACCOUNT MANAGEMENT AND E-DISTRIBUTION ASSISTANT

REF. No. 850

### About us

We are one of the most innovative and exciting technology companies in the hospitality industry, providing a range of distribution, reservation and web design solutions to hundreds of hotels worldwide. Our clients tell us they love our system, our flexibility, our creativity and our focus.

### Number of employees

e.g. 25

### Tasks

- Provide administration support to the Account Management team;
- Contact hotels in order to set rate strategies and provide training when necessary;
- To assist in resolving general queries from hotels;
- To assist Managers in the organisation of events (i.e. Logistics, mailings etc.);
- To organise and analyse hotels' data and propose recommendations with the objective of increasing revenue to our hotels;
- To assist in communication with our e-distribution clients.

### Skills needed

- Strong administration and organization skills and good in time management;
- Proactive personality;
- Excellent computer skills;
- Friendly & approachable.

### Skills to be acquired

- Hotels Revenue Management and yield management (basic)
- Hotel web-marketing and e-distribution solutions overview

# PRAKTIKUM IN LONDON



## Duration of the internship

Min. 3 months, (from November 2015)

## Office languages

English, Fluent in a second European language (Spanish and Dutch preferred);

## Location

Central London

## Financial support

Lunch and travel expenses

## Office hours

Monday-Friday 9.30am-5.30pm, 1 hour lunch break