



EVENT & GROUP TRAVEL INTERNSHIP

REF. No. 862

About us

Our long established company is currently looking for a proactive , German speaking individual to assist our events team that specialises in arranging travel for groups from Uk businesses to over 50 exhibitions not just in Germany but across the world each year

This is a fantastic opportunity to gain experience in a busy, diverse London office as part of the Event and Group travel department who are the operational team behind the event and group business. This small team of three maintain all the relationships between their customers and suppliers from making the necessary reservations and being the face of the company when it comes to representing the company larger events. Our groups to over 50 events a year can be of the size of just a few travellers up to 500. The team is very friendly, social, fun and hardworking.

Our 'Good Old Fashioned Service' ethos means we place great importance on having integrity, being professional and trustworthy. Yet we are personable individuals and our customers are at the centre of everything we do.

You will gain hands on experience working alongside our well established and multi lingual team of event executives in elements of marketing, supplier contracting, hotel inventory management and travel reservations.

The position will suit a recent graduate that wishes to gain valuable experience in working in London in the fields of travel and tourism or marketing.

Number of employees

18

Tasks

You will be in a supporting role for the Event team assisting them in in all aspects of our groups travel delivery program. This will include elements of hotel contracting/negotiating, sales and marketing. Tasks included but not limited to are:

- Pricing analysis of hotel contracts making recommendations
- Loading hotel inventory and pricing into our online booking tool

PRAKTIKUM IN LONDON



- Updating the website with details of upcoming events
- Producing the travel documentation required for our customers
- Inputting sales into our back office system producing sales invoices
- Answer incoming calls from our customers
- Calling out to our customers (warm sales calls)

Skills needed

- Fluent in English (German advantageous)
- Good interpersonal skills
- Proactive, self-motivated and enthusiastic
- Good knowledge off MS Office eg Word & Excel
- Ability to listen and develop
- An eye for detail
- Use of a CMS would be helpful but not essential

Skills to be acquired

- The internship will last for 3-6 months and offers the successful candidate a real insight into working in a busy central London office for an Event travel business. You will learn how we build an event, contract our hotels, manage our inventories and sell the resulting packages.
- On successful completion of the internship you will have a reference from one of the UK's longest established travel companies.

Duration of the internship

3 – 6 MONTHS

Office languages

English

Location

London – SE1

Financial support

- Travel to work
- Lunch

PRAKTIKUM IN LONDON



Office hours

Monday-Friday 9am – 5.30pm, 1 hour lunch break

Should studies be conducted whilst in London reasonable adjustments and allowances to these working times will be considered.