



HOTEL DEPARTMENT INTERNSHIP

REF. No. 864

About us

We provide the travel industry with a specialist wholesale service that is both personal and highly professional. Concentrating on products within Europe, our company brings over 50 years of expertise to its programmes for leisure groups, specialist tours, events, meetings and incentives. Dealing direct with suppliers for 95% of itineraries - means our prices are always kept keen and quality is controlled.

From its London headquarters and local sales offices in Beijing, Taipei, Jakarta and Bangkok, Mumbai our company is well-placed to create and maintain close working relationships with both its clients and its suppliers, building long-term rewarding relationships based on value and excellence.

Number of employees

15

Tasks

- Receiving hotel requests on from our sales departments
- Contacting suppliers according to the sales requirements either by e-mail, fax or telephone to make a reservation
- Negotiating the best possible rates and conditions
- Dealing with amendments and cancellations
- Dealing with inbound telephone, fax and email enquirers and liaising with Sales, Operations and Accounts departments
- Focusing in maintaining good relationships with existing suppliers
- Researching suppliers including the utilization of non-contracted suppliers wherever appropriate
- Getting visa letters from hotels for groups to go to embassy for their visa application
- Archiving (filing) received offers and confirmations from hotels in inner VOSAIO system
- Data entry

Skills needed

PRAKTIKUM IN LONDON



- Computer literate
- English language skills
- Strong communication, negotiation skills
- Ability to organise and plan effectively and to prioritize tasks in order to manage multiple activities
- A 'can-do' approach

Skills to be acquired

- Communication skill with suppliers
- Negotiate rates and create relationships with hotels
- Develop short term action plans
- Anticipate and solve problems - especially at the last minute

Duration of the internship

Minimum 3 months – ideally 6 months

Office languages

English; additional languages as advantage - French, German, Spanish

Location

London – Hammersmith

Financial support

Travel card for zone 1 and 3

Office hours

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