

# PRAKTIKUM IN LONDON



## ADMINISTRATION ASSISTANT

REF. No. 981

### About us

Leading inbound travel company dealing exclusively within HNWI and VIPs from China coming to UK.

### Number of employees

17 in London, 19 in Beijing.

### Tasks

Administration – checking all client files for accuracy and completion.

Accounting - verifying Gross Profit calculations and monitoring completion of file.

### Skills needed

Meticulous with good attention to detail.

Good standard of numeracy.

Strong computer skills.

Confident on phone.

### Skills to be acquired

Understanding to importance of team working and being a dependable team member.

Good understanding of the processes needed to manage complex itineraries and delivering a quality service for demanding clients.

### Duration of the internship

Minimum 6 months ideally 12 months with strong opportunity to join permanent staff.

### Office languages

English (Mandarin would be bonus).

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## Location

London NW1 -- Marylebone Area

## Financial support

Starting with National Minimum Wage on monthly basis

## Office hours

1000 – 1700 Monday to Friday