



BUSINESS DEVELOPMENT ASSISTANT

REF. NO. 1214

About us

Based in central London, we operate market-leading trade events bringing together key players in the hospitality industry. The brand is firmly established at the forefront of the Luxury and Romantic Travel sectors with 2019 events in locations such as Sibenik, Stockholm, Chicago, Vienna, Muscat, Costa Brava, Tenerife, Las Vegas and several other key destinations.

As a sales support administrator, your role will be to assist the sales teams in a variety of pre/post sales duties in order to increase the teams' productivity.

Number of employees

65

Tasks

- Researching new hotel openings and relevant contacts to support the Sales team to ensure the entire region coverage
- Monitoring competitors shows and provide the team with constant reports about the news and list of exhibitors
- Constantly updating the company database with new contacts, bookings and changes and maintaining records accurate at all time
- Identifying data which are not relevant on GV and delete or update it

Full training will be provided.

Skills needed

- Excellent at interpersonal skills and confidence over the phone
- Proficient at written and spoken English, second and/or third language a plus
- Strong organization & communication skills
- Pro active personality and go to attitude
- Computer literacy
- Knowledge of International MICE market would be helpful but not essential

PRAKTIKUM IN LONDON



What we offer

- An exciting and dynamic environment in central London
- Access to a network of luxury travel professionals of senior management level
- Career opportunities for the most exceptional individuals
- Our company offers work experience whereby an intern would spend a minimum of 3 – 6 months with our business - during which the intern has an opportunity to learn directly about working life and the working environment.
- Our previous students have found the experience invaluable and have all enjoyed working in our lively office environment. We offer students the opportunity to work with us and learn new skills which are an asset to their development and future careers.

Duration of the internship

3-6 months

Office languages

English

Location

London

Financial support

£250 per month for travel and lunch

Office hours

9.30 am – 5.30 pm, Monday to Friday with 1 hours lunch break from 1.00 to 2.00 pm.