



BUSINESS DEVELOPMENT INTERN

REF. No. 1143

About us

We are an independent specialist Tour Operator offering an extensive range of services for groups travelling to London and the rest of Great Britain. Our offers are tailor made and will range from city breaks, incentives, UK coach tours, student breaks and special cultural events as well as football groups. We combine high standard of service with competitive pricing. We are the number one contact for incentive enquiries. Our clients are tour operator from France, Germany, Canada, Austria and Switzerland.

Number of employees

20+

Tasks

- To acknowledge all new requests with a telephone call.
- To log all new requests.
- To update log with confirmations and lost business.
- To ensure that all new requests are qualified.
- To produce good quality quotations using the e-voyages standard format and within the agreed deadlines for your market.
- To take an option on accommodation or other services when required.
- To follow up all quotations consistently to maximize conversion rates.
- To acknowledge confirmations to clients.
- To ensure all offers are completed in tourplan
- To ensure that all options are confirmed before handing over to the Ops team
- To negotiate the best possible rates with suppliers (contracted and non-contracted).
- To ensure that options held are centralised and checked on a daily basis
- To develop close relationship with the Purchasing dept
- To ensure that we achieve the correct margin for each client
- To ensure that we buy under budget as much as possible
- To liaise with the Sales Manager every day to update her on the enquiry levels and conversion rates in order to anticipate peak dates
- To develop product knowledge by attending training sessions, familiarisation trips and educational activities.
- To liaise with Sales on special products, special offers and meet with the Sales Manager on a fortnightly basis.
- To complete any reasonable instruction from a superior.

PRAKTIKUM IN LONDON



Duration of the internship

6 months

Office languages

English, French, Spanish, German

Location

London

Financial support

£300 per month with an extra bonus of £300 at the end of their internship.

Office hours

Monday to Friday, 9 am – 6 pm or 8am – 5.pm