



## GROUPS CUSTOMER DELIVERY INTERNSHIP

REF. No. 1013

### About us

We are one of the world's premier suppliers of online hotel bookings and inbound travel services to the tourism sector. With over 35 years specialist experience, we offer a wide range of group and FIT services.

### Tasks

- Administrational support for the Customer Delivery and/or Account Development team
- Liaising with British and European suppliers – ie hotels, guides, coaches, restaurants, entrances
- Booking services
- Logging new request on our in-house reservation system Tourplan
- Updating the client database SAP
- Doing research for new itineraries.

### Skills needed

- good knowledge of English
- fluency in an additional language
- good organisational skills
- Students working as a required part of a UK based further or higher education course
- Workers participating in the second or latest phase of the European Community Leonardo da Vinci Programme, or in the European Community Youth in Action Programme
- Workers participating in the European Community Erasmus Programme, or in the Comenius Programme
- The intern placement must form part of the student's curriculum
- The intern must maintain their status as a student
- The intern must not be considered to be a worker or employee
- The placement must last less than one year

# PRAKTIKUM IN LONDON



## Skills to be acquired

- Organisation skills
- Language skills
- Administration skills

## Duration of the internship

6 months

## Office languages

English

## Location

Edinburgh

## Financial support

none

## Office hours

Mon-Fri: 09.00-17.30 with one hour for lunch