



TOURISM INTERNSHIP

REF. NO. 1218

About us

Our company is a leading incoming partner for leisure groups and incentives alike since its foundation in 1998. Being based in Central London, we provide a full range of ground services for the whole of the UK. Our experienced and creative multi-lingual team provides all customers with personalised offers and solutions.

Number of employees

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Tasks

- Support the Operations team and assist in Sales & Marketing
- Research, liaise with suppliers, deal with amendments, generate travel documents and help with general administration
- Support your team in the areas of research, preparation and follow-up of offers and itineraries
- Assist in purchasing and other services for incoming groups, sending out requests and making bookings
- Up-dating the client and supplier database, prepare mailings and support the sales team preparing for trade fairs and sales trips

Skills needed

- Passionate and very interested to work within Media Publishing
- Accurate working style
- Good communication skills
- Good knowledge of Microsoft office application (Word / Excel / PowerPoint)
- Enjoy working in a team
- Attention to detail and accuracy
- Good knowledge of German

Skills to be acquired

You will learn a lot about the tourism industry and the different departments within our company. Amongst others, you will improve your communication and team-working skills.

PRAKTIKUM IN LONDON



Duration of the internship

Minimum: 3 months

Office languages

English

Location

London

Financial support

£125 net per week + monthly travel card

Office hours

Mon-Fri: 9.30am – 5.00pm