



## Sales Support Administrator - Internship

REF. NO. 627

### About us

We are a division of a privately owned global travel, technology, events and media company. Operating on the markets of MICE, high-end FIT and Romance Travel, we offer trade events bringing together elite buyers and suppliers under a dynamic 1-to-1 appointment format. With events taking place in Bangkok, Monaco, Los Cabos, Arizona or St. Moritz in 2018, we have established ourselves as global leaders in the sector.

### Number of employees

55

### Tasks

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.

#### Key Responsibilities include:

- Market research and analysis
- Sourcing potential leads for the teams
- Contacting confirmed clients in the build-up to the events
- Assisting with organization and operations of sales trips
- Processing, filing and organizing contracts
- Keeping up with industry news, events, and trends

Full training will be provided

### Skills needed

#### The ideal candidate will have:

- Strong organization & communication skills
- Proactive personality and go to attitude
- Confidence & self-motivation
- Computer literacy
- Knowledge of International FIT market would be helpful but not essential

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## Skills to be acquired

- 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

## Period

Minimum time of internship 2 months

## Office languages

English

## Location

London

## Financial support

Please note that the internship is not remunerated. However, the company covers travel and lunch expenses up to a maximum of £250 per month.

## Office hours

Monday to Friday, 09:30am – 05:30pm

We are quite informal so you will not need to wear a suit, smart casual clothes are acceptable

## Contact

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