

COMPANY

The **Tour Operator** is based in the heart of historic **Dublin** and is specialised in **tours for groups as well as individuals** and in **Luxury leisure travel**. They are looking for a german speaking intern to support the **booking department**.

RESPONSIBILITIES

- developing the company's travel programme (create new partnerships with hotels, coach companies etc.)
- booking hotels and other tourism products for clients
- dealing with overseas Tour Operator partners on bookings
- preparing the bills for clients
- preparing client documentation packs
- general office duties including booking confirmations, processing reservations (preparation of client vouchers and invoices)

PROFILE

- German Native speaker with fluency in English

MORE INFORMATION

- starting date: 28th June 2017
- duration: at least 4 months
- salary: 300€ per month
- Monday-Friday 9:00am-5:30pm
- 1,75 additional days off per month
- one free weekend for two people in a 3* hotel or B&B in a city of your choice in Ireland

You are interested?

Send your CV to: praktikum@studandglobe.com

or

Register directly on our website: www.studandglobe.com

Stud&Globe guides and advises students in their research for an internship in Spain, France, Greece, Mexico or the UK. The team of experts offers a personalized monitoring before, during and after the internship and provides **advice** to the students by **assisting them with their administrative issues** and concerning the **search for an accommodation**. The service fee will only incur if you are accepted for the internship.