

DATE: 07.12.2018

INTERNSHIP – SALES (M/F) – PIC MANAGEMENT

Reference Ad: GIP/December 2018/0194

The company now has more than 200 employees and specializes in tourist and professional travels. Specialists in their business, the company has even been awarded.

With offices in Ireland, Uk and Scotland, it's one of the leaders in its industry.

The customer relations intern is in charge of the first contact with clients and of making sure that they enjoy an excellent user experience. However, he is always aware of the terms of use of products or services that are commercialized by his company. As a result, he can answer all the questions customers may have.

SALES (M/F)

PROFILE OF THE CANDIDATE:

- *You are studying Sales, Business, Hospitality management;*
- *Ideally in Master degree you also have a first professional experience;*
- *Available for 6 months, you are undergraduate;*
- *Native French or Italian or German or Spanish.*

RESPONSIBILITIES:

The intern would assist with some or all of the following duties:

- *All aspects involved in the placement of all FIT & Online accommodation requirements with focus on achieving the Company's overall targets;*
- *Manage and effectively utilize the FIT & Online Department allocations, securing 1/3 additional allocations when required and compiling monthly utilization report with recommendations for action and with regular reporting*

of activities to the Reservations & Yield Coordinator or the FIT & Online Operations Manager;

- *Responsibility for the timely processing of bookings from client base into the Company's reservation system and issuing booking confirmations (or entering confirmations into client reservations systems), amendments and cancellations;*
- *Maintenance of the agent's extranet, closing or opening allocation as necessary;*
- *Sending the bulk message on daily basis and arrival list on weekly basis;*
- *Processing, including securing hotel space for booking requests for which we have no allocations or where allocations have already been utilized;*
- *In conjunction with the account handler, dealing with any overbooking situations that might arise;*
- *General office duties including booking confirmations, filing, processing reservations including the preparation of client vouchers and invoices through the Company's reservations system;*
- *The position may also extend to cover support in any of the Company's other departments as the need arises;*

This position is also available in Dublin and London.

RECRUITMENT PROCESS:

- *First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.*
- *Fee charged only once the internship is secured with the host company you previously chose.*

OFFER:

- *Full board accommodation + pick-up at the airport;*
- *370 euros for a 3 months internship, 15 euros/additional week*

WORK HOURS: *37.5 hours/week.*

LINE OF BUSINESS: *Tourism, Leisure.*

LOCAL: *Edinburgh, United Kingdom.*

ADDITIONAL INFORMATION:

- *Interested parties should send an e-mail to gip@autonoma.pt, indicating in the subject the ad reference, full name and student number, attaching the detailed curriculum vitae (preferably European model) with passport photograph.*
- *Only applications from UAL students and alumni will be considered.*

DEADLINE FOR APPLICATION: *28th of February, 2019.*