



ALL IN ONE TOURS LTD

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INTERNSHIP Winter 2019-2020

Intern Tourism (m/f)

Sector:	Operations/ Reservations
Location:	London
Group Operations - London:	Mon-Fri (9.30am – 5.00pm)
Minimum duration	5 months
Salary	£125 net per week + monthly travel card
Starting Date	August/ September 2020

During your internship you will support the Operations team and assist in Sales & Marketing.

You will assist with research, liaise with suppliers, deal with amendments, generate travel documents and help with general administration.

You will also support your team in the areas of research, preparation and follow-up of offers and itineraries. You would assist in liaising with clients and assist in purchasing and other services for incoming groups, sending out requests and making bookings.

You will assist with up-dating the client and supplier database, prepare mailings and support the sales team preparing for trade fairs and sales trips.

Requirements

- Fluent – written and spoken – in both German and English
- 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

Please send your application (incl. letter of motivation and CV in English, reference letters and certificates) stating your earliest starting date via e-mail to: dirk@allinonetours.co.uk

Contact: Dirk Peltzer – Director

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