

# INTERNSHIP IN LONDON

## Group Operations Department

Our partner is a Tour Operator based in London

### DESCRIPTION

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

- Sending documentation to suppliers for tour groups, create and update technical itineraries for tour groups, and prepare and send rooming lists to hotels.
- Sending contracts to suppliers.
- In collaboration with different language departments i.e. German, French, Mediterranean, English and Nordics, non-English speakers; trainees assist with ensuring that all Tour guides, coach companies and overseas tour leaders have the necessary and correct documentation in order to manage and run their touring groups effectively.
- Responsible for updating the database with the correct details.
- Responsible for tasks specifically assigned to each individual by the manager apart from shared task within the department
- Help with any admin work as required, sending bookings, amendments and cancellations to UK suppliers
- Daily communication with suppliers - the role is logistics-focused; trainees are required to liaise with the group account handlers and suppliers.
- Ability to manage time effectively and meet deadlines.
- Excellent team work and organisation skills.

Any other duties as assigned from time to time by your Manager or Director

### DETAILS

- 4 - 6 months internship
- Full time
- 350 pounds per month per month
- Languages  
English and Spanish, French, Italian, German, Other