

GROUPS INTERNSHIP

JacTravel is one of the world's premier suppliers of online hotel bookings and inbound travel services to the tourism sector. With over 35 years specialist experience, JacTravel offers a wide range of group and FIT services.

We are presently looking for candidates for a 3-6 months internship within our group department. The team quotes and operates group tours from European and Long Haul agents travelling to the UK and Europe.

You should have a good knowledge of English and fluency in an additional language (German/French/Italian/Spanish will be preferred), have good organisational skills and be interested in an internship within a friendly, but very busy and energetic environment.

Responsibilities would vary depending on which division within JacTravel you were assigned to. However your responsibilities could include:

- Administrational support for the Customer Delivery and/or Account Development team
- Liaising with British and European suppliers – ie hotels, guides, coaches, restaurants, entrances
- Booking services
- Logging new request on our in-house reservation system Tourplan
- Updating the client database SAP
- Doing research for new itineraries.

Normal attendance to the office from Mon-Fri: 09.00-17.30 with one hour for lunch.

We will need to certify that any intern who is placed with us fall under one of the following categories:

- a. Students working as a required part of a UK based further or higher education course (placement must not exceed more than one year)
- b. Workers participating in the second or latest phase of the European Community Leonardo da Vinci Programme, or in the European Community Youth in Action Programme (work done for an employer must be part of this scheme)

c. Workers participating in the European Community Erasmus Programme, or in the Comenius Programme (work done for an employer must be part of this scheme)

All of the following must apply:

1. The intern placement must form part of the student's curriculum (and must therefore be applicable to the student's course)
2. The intern must maintain their status as a student
3. The intern must not be considered to be a worker or employee
4. The placement must last less than one year

Our office is based in Hammersmith, London W6 which is a short walk from the London Underground Piccadilly, District and Hammersmith & City lines.