FIT 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 of internship within our FIT department.

You should have a good knowledge of English (Intermediate to Advance), have good organisational skills and be interested in an internship within a friendly, but very busy and energetic environment.

Your responsibilities could include (but not limited to):

- Handling of on request bookings - Calling hotels worldwide
- Telephone assistance to our clients
- Ensuring rooming lists to problematic hotels are sent
- Handling clients and suppliers special requests on a daily basis
- Learn the use of Travel Studio, our in-house reservations system
- Run Cognos reports as needed to notify clients of any refurbishment works
- Assist the Reservations team as and when needed
- Monthly analysis of Special requests and Amendments
- Assist to product training: Hotel presentations and familiarisation trips to London hotels.
- As times progresses there will be a possibility for more detailed training like assisting Customer Care (complaints) and Relocations.

Normal attendance to the office from Mon-Fri: 09.00-17.30 with one hour for lunch. Also it is required availability for some Saturdays, from 09.00-14.00 hrs (one Saturday per month)

One week of department induction will be provided from start date. Other company inductions to Content, Sales and Contracting will be provided during the internship to ensure the student has an overall understanding of the company and interaction between different departments

Students will be part of a multicultural team.
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

This is an unpaid internship and expenses will be not covered.

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

If interested, or you know someone who could be, please get in touch at employment@jactravel.co.uk

Please follow our company in LinkedIn and Facebook