



GLOBAL LEADER INTERNSHIP

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AGENTOURS

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Number of Positions: 1

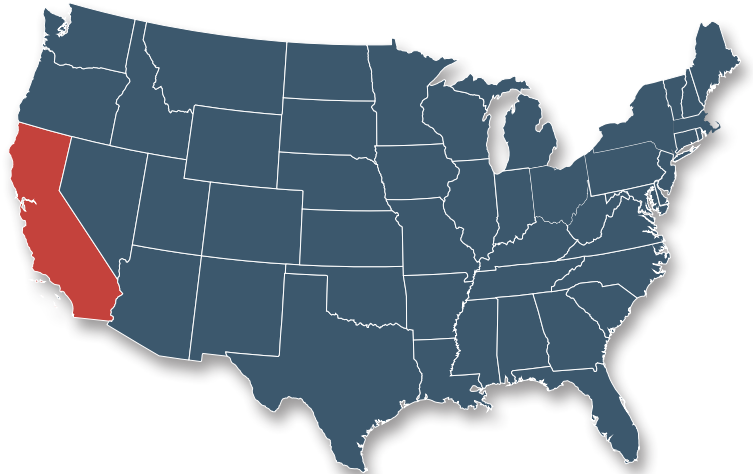
Length of Training: 12 Months

Location(s): San Francisco, CA

Compensation: \$1,500 per month

Housing: Not provided

Ideal Start Date: Immediate



COMPANY INFORMATION

Receptive tour company and Destination Management Company provides services of a touristic nature to individuals and groups from Europe and South America visiting the USA. Services may include airport transfers, sightseeing tours, hotel reservations, special events such as gala dinners with or without entertainment, awards ceremonies etc.



APPLICANT REQUIREMENTS

Academic Background Professional/Practical Experience:

- Preferred trainee profile includes academic background in tourism studies.
- Previous work or internship experience in travel related companies such as outbound or inbound tour operators.

Skills/Knowledge/Language Proficiencies:

- Applicants must be able to communicate effectively in written and spoken English as well as Portuguese.

Other Relevant Details:

- Pleasant office with friendly international staff.
- Challenging and fulfilling work experience.

INTERNSHIP DESCRIPTION

Department/Company Area/Field of Training:

Incoming Tour Operator/Destination Management Company

Trainee's Title: FIT Department / Groups Assistant

Intern Main Tasks/Responsibilities:

- FIT or Group reservations including researching itineraries, booking required services such as sightseeing arrangements, hotel stays, restaurants, and special events

Key Objectives of Training:

- Impart concepts and hands-on experience of incoming tour operations including creating realistic itineraries, fulfilling client expectations and problem resolution, accounting and client/vendor communications.

Methods of Training:

- Peer to peer training followed by hands on involvement in day to day operations closely monitored by supervisor.