



PIC Management Offers

## Paid 500£ Marketing and operations internship in London, UK

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Published

12/02

Location

London, United Kingdom

Category

Marketing

Job Type

Internship

Salary

£500/month

Languages

English

### Description

This is an ideal opportunity to learn more about the luxury travel market and get involved on the operations, marketing, logistics and customer service side of the business.

### What you will be doing

Your internship will cover several different areas of the business giving you a chance to learn more about the company and the travel sector by helping in several areas of the business. Your likely duties will include but not be limited to:

- Working with the **marketing** manager to upload content to our website/booking system, research news about destinations to share across our social media platforms and doing some competitor research
- Help the **operations** team with preparing booking documents, assisting with organising airport transfer lists and sending clients welcome home packs when they return from their travels
- Assisting the **finance** team with preparing booking confirmations and invoices for clients when they book their holidays

Our partner is looking for interns who have excellent communication skills (verbal and written), lots of personality and are hard working. An interest in travel is a must along with strong attention to detail and strong knowledge of Microsoft Office and Excel applications.

## Company description:

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Our partner is a Luxury travel agency, located in London City

## Other comments

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Fluent English

3 to 4 months internship

Fees charged only if you are accepted to the internship

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