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## Paid internship abroad Customer Service with German

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Published

16/11

Location

Edinburgh, United Kingdom

Category

Customer relationship

Job Type

Internship

Salary

250pounds/month

Languages

English, German



### Description

Description:

Help developing and maintaining strong relationships with both existing & potential suppliers.

Daily communication with suppliers, both in Ireland and in Scotland will be a requirement of the role and thus fluency in the relevant language(s) is required.

The role involves the co-ordination of a variety of arrangements for tour groups within specific time restrictions – making reservations, creating & updating group itineraries, making required amendments when changes to the clients programme occur, communication with tour guides and coach companies etc.

Full utilisation of the tourism software system to generate all supplier communications, also ensuring that the confirmed proposal is accurately reflected in the software thereby facilitating a smooth and accurate accounting process.

The position may also extend to cover support in any of the Company's other departments as the need arises.

### Company description:

Our partner is a important Tour Operator based in the vibrant Edinburgh

## Other comments

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Available for 4 to 6 months

Apply

(CV, cover letter, photo) max:990Kb

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