

ΘΕΣΗ ΠΡΑΚΤΙΚΗΣ ΑΣΚΗΣΗΣ

(αποστέλλεται συμπληρωμένη στο sroudespraktask@teiath.gr)

ΕΠΩΝΥΜΙΑ ΦΟΡΕΑ

TRAVEL HERMES LTD

ΠΕΡΙΓΡΑΦΗ ΤΟΥ ΦΟΡΕΑ

Travel Hermes LTD is the leading Travel Agency regarding the Chinese Incoming tourism and one of the most successful companies in the Greek market, expanding its business to the fields of Transportation, Real Estate and Retail/Marketing.

ΣΤΟΙΧΕΙΑ ΕΠΙΚΟΙΝΩΝΙΑΣ

ΥΠΕΥΘΥΝΟΣ ΓΙΑ ΘΕΣΗ

ΟΝΟΜΑΤΕΠΩΝΥΜΟ : Evaggelos Tartaris

ΘΕΣΗ ΣΤΟ ΦΟΡΕΑ : HR Manager

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ΠΕΡΙΓΡΑΦΗ ΘΕΣΗΣ

Assistant Tour Operator

Job Description

- Receiving and organizing requests from our Chinese associates in form of Groups (GIT).
- Assisting in the shaping of the daily itinerary (time-schedule, accommodation, meals, transportation, ticketing, guided tours, etc.).
- Communicate and cooperate with various associates (external & inhouse) from several business areas (hotels, retail, restaurants, airline companies, transfer companies).
- Cooperate efficiently with the other departments of the company (ticketing, Visa-issuing, bookings & commitment, accounting).

Qualifications

- Undergraduate student, preferable in the field of Tourism and/or Business Administration from a Greek Education Institution (ATEI).
- Very good writing and speaking skills in English.
- Very good skills in MS Office package.
- Very good communication and cooperation skills.

Knowledge and Abilities to be acquired by the end of the Internship

- Learn to work within a high demanding business environment. Acquire specific knowledge regarding Group Tourism and all the relative fields that affect it (market conditions, social or political circumstances, weather conditions).
- Obtain the knowledge regarding pricing, accounting and clearance of other business-related companies (Hotel, Food & Beverages, Travelling, Transfers and Transportation).

- Learn the outmost cost-effective pricing policies. Combine routes, schedules and services offering in order to achieve the maximum profit and customer satisfaction.
- Learn to use the SoftOne business software.
- Learn to use the FORTH-CRS ticketing software.
- Working with a dynamic and enthusiastic team, along with Chinese colleagues where you will learn the Chinese culture and the business approach, guided by an experienced and qualified management team.

ΤΜΗΜΑ ΤΟΥ Τ.Ε.Ι. ΑΘΗΝΑΣ ΠΟΥ ΑΦΟΡΑ

ΤΜΗΜΑ ΔΙΟΙΚΗΣΗΣ ΕΠΙΧΕΙΡΗΣΕΩΝ-ΚΑΤΕΥΘΥΝΣΗ ΔΙΟΙΚΗΣΗΣ ΤΟΥΡΙΣΤΙΚΩΝ ΕΠΙΧΕΙΡΗΣΕΩΝ ΚΑΙ ΔΟΜΩΝ
ΦΙΛΟΞΕΝΙΑΣ