

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 : Evangelos Tartaris

ΘΕΣΗ ΣΤΟ ΦΟΡΕΑ : HR Manager

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ΠΕΡΙΓΡΑΦΗ ΘΕΣΗΣ

TICKETING OPERATOR

Job description

- Make reservations, issue and cancel ferry tickets for various Greek destinations for both Individual (FIT) and Group customers.
- Make the proper adjustments and/or cancelations whether it is necessary.
- Keep a daily record of all reservations, issued and cancelled ferry tickets.
- Communicate and cooperate efficiently with shipping companies.
- Communicate and cooperate efficiently with Transfer companies (coaches, mini-vans, buses).

Qualifications

- Undergraduate student, preferable in the field of Tourism and/or Business Administration from a Greek Education Institution (ATEI).
- Very good knowledge of MS Excel.
- Very good communication skills in English, both written and oral.
- Good organizational and time management skills.
- Strong will to learn and acquire knowledge in various areas of the Tourism industry.

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

- Learn to work within a high demanding business environment. Acquire specific knowledge of ferries policies, rules, procedures and schedules.
- Obtain the business knowledge regarding pricing and accounting clearance of business-related companies (shipping).

- Learn the outmost cost-effective ticketing and profit pricing policies.
- Learn to use the SoftOne business software.
- Learn to use the FORTH-CRS ticketing software.
- Learn to work without direct supervision and be self-managed.
- Be able to communicate smoothly and effectively with other departments, external associates and the public.
- Assume responsibility and account for large sums of money.

ΤΜΗΜΑ ΤΟΥ Τ.Ε.Ι. ΑΘΗΝΑΣ ΠΟΥ ΑΦΟΡΑ

ΤΜΗΜΑ ΔΙΟΙΚΗΣΗΣ ΕΠΙΧΕΙΡΗΣΕΩΝ-ΚΑΤΕΥΘΥΝΣΗ ΔΙΟΙΚΗΣΗΣ ΤΟΥΡΙΣΤΙΚΩΝ ΕΠΙΧΕΙΡΗΣΕΩΝ ΚΑΙ ΔΟΜΩΝ
ΦΙΛΟΞΕΝΙΑΣ