Internship, Operations Department

Product
Go Ahead Tours is part of EF Education First, the world's largest privately owned company specialized in education and travel. Go Ahead Tours is a product that specializes in the adult North American market.

Location
Lucerne, Switzerland

Dates
The internship begins on 1st November, 2012 and lasts one year.

The role
As a Go Ahead Tours Intern, you will support Go Ahead's purchasing and operations staff to achieve their goals of providing high-quality travel experiences for American and Canadian customers who travel the world with us.

Areas of responsibility include: daily communication with business partners and colleagues in the whole world, negotiation, market research and supplier development, accounts payable and various travel bookings.

Your responsibilities will include, but not be limited to:

- Managing the accounts payable of your area, as well as a budget
- Negotiating prices and securing bookings with hotels, restaurants, and tourist attractions.
- Prospecting and identifying new business partners
- Settling accounts with your suppliers
- Quality-control

Requirements

- Fluency in English and at least 1 of the following languages (where applicable): French, Italian, or Spanish
- University degree
- Strong organizational skills and attention to detail
- Self-driven and flexible. A quick learner and a proven problem solver
- Enjoys working with numbers and Microsoft Excel
- Able to analyze and question processes and always come up with creative ways of improving them. Think out of the box!
- Nationality of one of the EU or EFTA countries or permission to work in Switzerland

Interested candidates should send a CV and cover letter to traineeship@EF.com

If you are motivated by the prospect of an international career in the largest private education company in the world we want to hear from you!
www.goaheadtours.com
www.ef.com