



GLOBAL LEADER INTERNSHIP



TOURMAPPERS NORTH AMERICA, LLC

WWW.TOURMAPPERS.COM

Number of Positions: 1

Length of Training: 18 Months

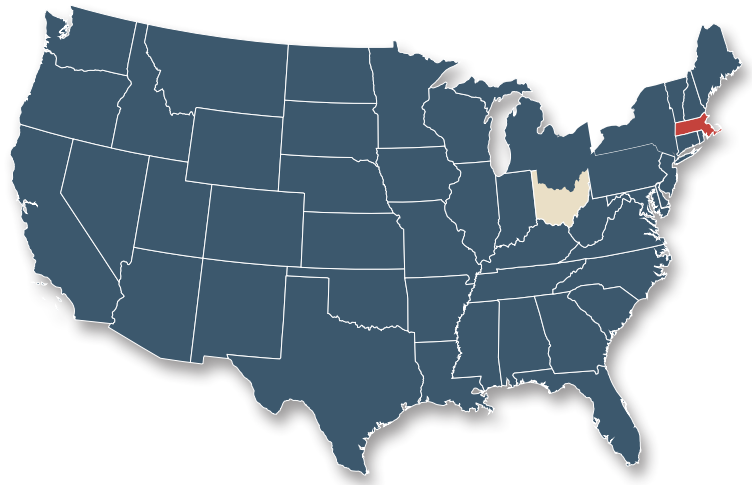
Location(s): Boston, MA

Compensation: \$16/hr with Paid vacation
Housing Not provided

Ideal Start Date: February 1, 2012

Latest Start Date: March 15, 2012

Average Work Hours: 40 hours/week



COMPANY INFORMATION

TourMappers is a full service receptive tour company selling FIT and Group programs to international tour operators.



APPLICANT REQUIREMENTS

Academic Background Professional/Practical Experience:

- Degree or Certificate in Tourism / Travel
- Intern/ Work for Tour Operator or travel company

Skills/Knowledge/Language Proficiencies:

- Fluency in English
- One or more of the following languages is preferred: French, German, or Italian
- Microsoft Office

Other Relevant Details:

- Trainee must be extremely detailed, organized and thorough.
- Dog friendly office in downtown Boston.

INTERNSHIP DESCRIPTION

Department/Company Area/Field of Training:
FIT Department / Sales and Reservations

Trainee's Title: FIT Reservations Coordinator

Intern Main Tasks/Responsibilities:

- Familiarize themselves with our product line, assist in arranging FIT itineraries, assist clients with hotel and destination selections, confirm reservations with hotels, request additional allotments from hotels.

Key Objectives of Training:

- The trainee will gain knowledge and skills in preparing offers to clients such as offering FIT Hotels (from budget to Deluxe) in various destinations and in developing itineraries for Fly Drive Tours and City Packages. The trainee will also become proficient in the use of TourPlan tour operator operating system for back office and reservations.

Tasks/Activities Associated with Training:

- The trainee will assist with data entry of hotel rates, transfers, excursions, fly-drive programs, and packages, as well as correspond with client's agents to help sell properties, assist in making client reservations; and contact hotel partners to request additional allotments on days where the company has already sold out its contingents.