

Яроблтур

Department/Division: Yaroslavl Office

Travel agency, tour operator, City-hostel Yarobltour

Position title: Sales Manager Assistant

Position purpose:

Duties and responsibilities:

- Welcoming clients in the office, identifying the purpose of their visit, introducing them to the sales manager
- Receipt of mail correspondence, handing it over to the manager
- Getting acquainted with products of the host organisation, searching for suitable offers with respect to customer requests, communicating with clients and offering a suitable product, booking a trip if needed
- Getting acquainted with marketing plan of the host organisation, help with sales marketing strategy development
- Participating in the promotion of the host organisation in the tourism market incl. preparation of product presentation
- Assisting with accommodation of clients in the hostel incl. providing information to clients, filling in registration cards etc.
- Assistance during visits from the Czech Republic incl. accommodation of delegation participants, accompanying them in the course of their visit if needed, providing information etc.
- Participating in excursions and sightseeing tours for various groups of tourists

Qualifications

Field/s of study:

- Travel, tourism and leisure
- Language acquisition
- Literature and linguistics
- Economics
- Management and administration
- Marketing and advertising
- Wholesale and retail sales

Level of study: not relevant

Professional competencies: professional interest, desire to grow

Key competencies/Language skills:

- Russian - Upper intermediate (Required)
- Czech - Proficiency (Required)

Key competencies/Computer skills:

- Word processing - Basic user
- Spreadsheets - Basic user
- Presentation - Basic user

Key competencies/Other:

- Communication
- Critical & Analytical Thinking
- Planning & Organizing
- Customer Focus
- Professionalism
- Time Management
- Teamwork
- Interpersonal Skills
- Intercultural perception
- Responsibility
- Adaptability/Flexibility

How to apply

Please send CV, cover letter, No by 28/02/2019 at the latest.

Facts

Economic sector: Travel agency, tour operator and other reservation service and related activities

Size: staff 51 to 250

Working language/s: Russian

Type of work placement: Internship

City/Country: Yaroslavl Russian Federation

Earliest start date: 01/03/2019

Latest start date: 01/04/2019

Duration: 3.0 months

Remuneration:

Financial contribution: UP scholarship in the amount of 700 EUR/month+contribution for travel costs according to final destination EUR/month

Contribution in kind:

Application

Required application documents: CV, cover letter, No

Application deadline: 28/02/2019

| - none