



Asian Trails Indonesia is a well-established Destination Management Company (DMC) offering quality destination services in the whole of Indonesia. The company acts as handling agent for mainly leading European tour operators and travel agencies such as TUI Germany and Tourasia Switzerland. With around 100 staff in four offices across Indonesia, Asian Trails Indonesia welcomes around 60.000 guests every year.

The head office, located in Sanur, Bali is seeking for an intern, **starting May 2018 (or by agreement) for minimum 6 months.**

During the internship year, the intern will work in the following areas:

- **Customer Service**
- **Reservation**
- **Business Development/Marketing**

Assist the customer service manager in all tasks, such as handling incidents and complaints and communicate accordingly with the clients and/or the overseas agents.

Assist the Business Development Manager in our sales and marketing activities (newsletter, campaigns, product developments)

Update itineraries and eventually get involved in the development of new products.

The positions might overlap depending on urgent business needs and further tasks can be assigned by the Managing Director, General Manager or Managers

#### **Requirements:**

In all positions interns will be expected to actively participate and contribute to the further development of the company while maintaining our service standards. The positions are "hands on" and require students with a practical and proactive mind-set. Other requirements are good English (spoken and written) and an open minded personality, especially to the Asian culture. Knowledge in at least one other main European language (French, Italian, Spanish) is highly appreciated.

The general stipulations applicable to employees of the company will also apply to the intern. At the place of work, the intern shall abide by all employment regulations of the host company and the host company will provide the intern with standard employment privileges and terms (work schedule, allowance/overtime, discipline, etc.) During the period of internship, the intern agrees to treat all matters to which he/she is exposed as confidential, including any information made available to him/her which is clearly of a confidential nature.

#### **Benefits:**

- Accommodation provided
- Monthly allowance
- Staff activities & inspection trips
- Working experience for an international company
- Intercultural experience on the beautiful island Bali

To apply for the internship, please send your application documents to Björn Schimanski, Managing Director; [bjorn@asiantrails.co.id](mailto:bjorn@asiantrails.co.id)