

Best Western Hotelreservierungs-GmbH
Department/Division: Member Service

Best Western is a quality oriented, international hotel group, which unites entrepreneurially independent hotels under one brand. With more than 4,000 hotels in more than 90 countries Best Western is the worldwide biggest hotel group. As regional service center Best Western Central Europe (BWCE) is in charge of approx. 70 hotels in Austria, Czech Republic, Slovakia, Hungary, Slovenia, Croatia, Serbia, Montenegro and Macedonia.

Position title: Trainee

Position purpose:

Duties and responsibilities: 1) Data control of databases (hotel members, travel agencies, companies, etc.), websites (pictures, content), reservation system (rate plans) and data research
2) Search of potential partners for specific target group marketing in CEE countries, control of databases (hotel members, travel agencies, companies, etc.), control of websites (content, pictures), pr-contacts
3) Translation of press releases, collaterals, websites
4) Office organization - purchasing order, dispatch of letter, logo items etc.

Qualifications

Field/s of study:

- Economics
- Business and administration (broad programmes)
- Travel, tourism and leisure

Level of study: not relevant

Professional competencies: 1) Translation skills from German and English into Czech
2) Practical skills in the areas of data control, data search, compiling of statistics & reports

Key competencies/Language skills:

- German - Upper intermediate (Required)
- English - Upper intermediate (Required)

Key competencies/Computer skills:

- Word processing - Independent user
- Spreadsheets - Independent user
- Presentation - Independent user

Key competencies/Other:

- Planning & Organizing
- Communication
- Teamwork
- Integrity
- Interpersonal Skills
- Reliability

How to apply

Please send CV, cover letter by 07/06/2015 at the latest.

Facts

Economic sector: Accommodation

Size: staff 1 to 20

Working language/s: German, English

Type of work placement: Internship

City/Country: Wien Austria

Earliest start date: 15/06/2015

Latest start date: 01/09/2015

Duration: 4 months

Remuneration:

Financial contribution: € 100 EUR/month

Contribution in kind:

- none

Application

Required application documents: CV, cover letter

Application deadline: 07/06/2015