

Vertige de l'Adour/Bureau des Guides de la Haute Bigorre

Department/Division: -

The Guides' Office is a local syndicate whose purpose is to discover the mountain activities to its students: climbing, via ferrata, hiking, canyoning, paragliding ...

Position title: Assistant

Position purpose: -

Duties and responsibilities: Assistance in the guide office as an administrative support and operator in a climbing centre
temporal frame: 5 days a week

tasks: reception of clients and providing them with equipment, registration of clients, presentation of documentation or other information, management of incoming and outgoing phone calls, delivery of material to clients, ensuring clients' safety and satisfaction, taking care of children and creating a programme for them, management of the guides' plan

Qualifications

Field/s of study:

- Travel, tourism and leisure
- Economics

Level of study: master

Professional competencies: - familiarity with tourism sector in France with focus on mountain leisure activities

- familiarity with mountain sports
- managerial skills

Key competencies/Language skills:

- French - Advanced (Required)

Key competencies/Computer skills:

- Spreadsheets - Independent user
- Presentation - Independent user
- Web Editing - Independent user

Key competencies/Other:

- Planning & Organizing
- Problem Solving & Decision Making
- Creative Thinking
- Customer Focus
- Professionalism
- Teamwork
- Interpersonal Skills
- Intercultural perception
- Responsibility
- Adaptability/Flexibility

How to apply

Please send CV, cover letter by 30/04/2016 at the latest.

Facts

Economic sector: Sports activities and amusement and recreation activities

Size: staff 1 to 20

Working language/s: French

Type of work placement: Internship

City/Country: Bagnères-de-Bigorre France

Earliest start date: 01/07/2016

Latest start date: 07/07/2016

Duration: 3.0 months

Remuneration:

Financial contribution: 300 EUR/month

Contribution in kind:

- accommodation

Application

Required application documents: CV, cover letter

Application deadline: 30/04/2016