UK London Internship – 6 months (January 2012 – June 2012)

Job Description: Sales Support Executive (Internship)

Job title / Nom du poste / Título del empleo

Job Title: Intern - Sales Support Executive
Reporting to: Partnership Sales & Business Travel Manager (Hertz Sales Department – UK London)

Function / Fonction / Función

Provide Sales Support function Business Travel and Partnership Sales Team

Responsibilities / Responsabilités / Responsabilidades

Support Account Manager to develop Travel Consultant Training.

Create and coordinate relevant materials and Toolkits for Sales Team.

Working with Partnership Marketing Teams to ensure Training materials available for distribution to Travel Agents.

Handling of Business Travel Agent, Airline & Tour Operator enquiries, liaising with departments in Dublin, to resolve queries within relevant timescales.

Manage and Co-ordinate general Travel Agent & Supplier setup.

Use of Oracle, to include: Update and amendment of Vendor address and bank details with relevant departments in Dublin.

Manage Purchase Orders, Track status of Business Travel and Partnership marketing budgets.

Use of Ariba, to raise PO request and submit for approval and process invoice received

Co-ordinate complimentary car process from request to approval.

Skills requirements / Qualities Requises / Requisitos

- Business based qualifications preferable (e.g. Business Administration)
- Good standard of written and oral English
- Geography knowledge (location of continents/countries/regions) an advantage
- Computer Literate: Microsoft Office, Word, Excel & Powerpoint
- Good organisation, prioritisation & time management
- Previous office experience preferred

Competencies / Compétences / Competencias

- Effective communication
- Demonstrates initiative
- Thoroughness and attention to detail
- Accurate
- Logical
- Driven to succeed and enjoys a challenge

Salary & Benefits / Salaire & Prestations / Salario & Beneficios

- £100 per week salary
- Tour of Heathrow operations
- Access to on-site gym and cafeteria
- Hertz Social and Sport Club membership

Contact / Contacto

Please contact / send CVs or resumes to:

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Click here for Map

Close Date - 31st December2012