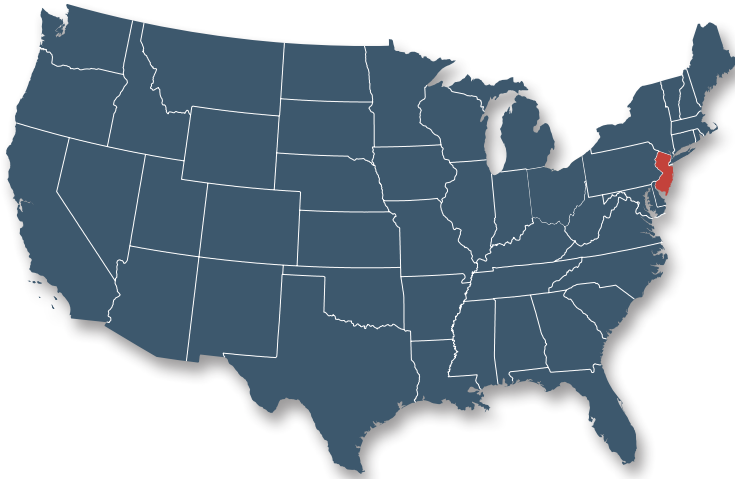




GLOBAL LEADER INTERNSHIP



COMPANY INFORMATION:



The EuroQuest Travel Group provides travelers with a vast array of diverse experiences to more than 90 countries worldwide—escorted, independent, group, Fly and Drive, and Cruise and Land programs that range from the traditional sightseeing itineraries to very specialized travel opportunities, including religious pilgrimages, adventure travel, and cultural and educational travel. We also maintain partnerships in many international locations including Europe, the Mediterranean, Africa, and the South Pacific that coordinate the day-to-day aspects of our client's travels.

APPLICANT REQUIREMENTS:

Academic Background Professional/Practical Experience:

- Currently pursuing a degree in travel and tourism and/or a degree in business with an emphasis on sales and marketing/IT

Skills / Knowledge/ Language Proficiencies:

- Strong knowledge of international travel within Europe
- Sales skills and customer care and assistance
- Good understanding of numbers and margins
- Native English speaking and writing language is a must and required
- Impeccable knowledge of Microsoft Office programs required
- Good knowledge of Microsoft Word and Excel for basic functions are required

Other Relevant Details:

- Euroquest is in Hoboken NJ and is a University Town (Stevens University of Technology) and affordable rooming is readily available by sharing / rooming with other students.

EUROQUEST LLC

- Number of Positions:** 1
- Length of Training:** One year
- Location(s):** Hoboken, New Jersey
- Compensation:** \$400 monthly
- Ideal Start Date:** As soon as possible
- Latest Start Date:** November 15, 2011

INTERNSHIP DESCRIPTION:

Department/Company Area/Field of Training:

Travel Sales and Promotion

Trainee's Title: Sales and Quotation Agent

Intern Main Tasks / Responsibilities:

- Follow up on all leads remitted by company
- Research, develop, and price custom travel packages based on customer's requirements
- Pitch customers and close sales and report all sales

Key Objectives of Training:

Intern will gain hands-on experience in the field of travel and tourism and American Business Standard especially in the area of sales and customer service. They will learn concepts and hands on experience of incoming tour operations including creating realistic itineraries, fulfilling client expectations and problem resolution, accounting and client/vendor communications.

Task/Activities Associated with Training:

- Follow up on all customer's leads submitted by the company - By email or by phone.
- Reach out to customers, and listen to their travel needs. Gather all pertinent information regarding the customer's traveling habits, patterns, and likings.
- Develop and create a custom travel package to fit the customer's needs.
- Research all aspects of the customer's demands via the office resources, Internet search engines, tourism boards, Partner's dedicated web sites, and local partners.
- Gather all research and suppliers information and create custom itinerary.
- Contact appropriate suppliers to request pricing, space, and assistance.
- Price in all components into a company spreadsheet created to that effect.
- Apply profit margins to quotations according to company policy.
- Modify quotes at customer's request and/or close the sale.
- Liaise and remit customer's file to the operation's department for verification/accuracy and book all services according to the customer's file.
- Follow up with customer regarding travel services confirmations, payment deposits, and any eventual questions.
- Review each customer's travel vouchers for accuracy with operation's department.
- Upsale customer on Travel insurance protection program.
- Customer care and assistance as required.