

**Business Coordinator
(Erasmus+ traineeship in Business)**

Location: Bratislava

Start: November / flexible 2019

Duration: 5 months minimum

Working language: English

This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.

Company profile:

This internship would be for a slovak successful startup company which is operating internationally as an online yacht search offering more than 8500 yachts in 330+ destinations worldwide. The company provides an opportunity to work with the young international team of committed people having one common goal in mind - satisfied customer.

Position description:

- Day-to-day pro-active communication with partners in your region by telephone.
- Building productive relationships with partners to ensure that they offer the best availability and pricing conditions;
- First point of contact for partners, answering questions and queries, taking action as needed;
- Providing support to yacht owners in building the webpage for yachts and/or maintaining yachts information on the website;
- Verify that the website has accurate information on yachts and pictures
- Delivering training by phone to new and or existing yacht owners on how to use extranet and availability system;
- Conduct daily/weekly rate and availability checks on various platforms;
- Assist in the preparation of market visits, operational planning and projects;
- Support Customer Service, assisting in additional tasks and projects when needed;

Qualifications:

- Great telephone communications skills;
- Fluent English and second language required;
- Experience within e-travel or yachting industry is a plus;
- Pro-active, sense of responsibility and can work independently;
- Ability to convince partners on the phone to implement suggestions;
- Team player, motivated and enjoys to work in e-travel and hospitality;

Knowledge and skills the trainee can learn during the internship:

This traineeship is an excellent opportunity to working in young, international and motivated team on the same boat. Communicating for impact. Seeing results and impact of daily job. Being part of fast paced company and contribute to the team goals.

Benefits:

- Possibility of full-time job after successful completion of internship,
- Free accommodation provided;
- Monthly team activities and outings
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at placementslovakia.com

Looking for something different? Check more vacancies at www.placementslovakia.com

We look forward to hearing from you!