



Internship New Zealand

Raukikini LTD is a small Inbound Tour Operator based in Wellington New Zealand.

Our Name is drawn from the Maori Language and means 100 Spices or hot and spicy. With this we want to say that we like to add flavour and excitement, to spice up the client's holiday providing a unique experience.

We cater for the higher end of the market and specialise in the creation of individual tour programs. Our aim is to provide an all-round, all-inclusive service from the first moment the agent approaches us to when the client leaves New Zealand. We need an outgoing person to support us, in order to achieve the quality standards that our clients have come to expect from us. One of our side-lines are Motorbike tours and we specialise in showcasing New Zealand via this unique transport option.

Preferably you should have or be:

- Creativity
- Team player
- Problem solver
- Ability to work with deadlines
- Accuracy
- Good communication skills in English and German
- Pleasant personality, positive attitude, open-minded
- Creativity, autonomy, good organization skills and good sense of product's evaluation
- Knowledge of data processing (PC and Microsoft Software)
- Experience in dealing with customers
- Strong communication skills

Your Duties would include:

- Servicing of our Database
- Contacting Suppliers for rates and to place bookings
- Preparing Tour itineraries – from Quoting to Booking
- Preparation of Tour Folders
- Handling client calls and customer care.
- Analysing feedbacks of clients to improve service
- Accounting support
- And any additional Travel related duties

During your stay there may be the opportunity to participate in famils and to meet suppliers. We encourage and support initiative for the creation of famils and site inspections. We are happy to arrange contact with previous Interns for feedback on what to expect.

Details:

- Internship duration: 20 weeks and more (we are open to shorter terms – feel free to ask)
- Internship start date: whole year
- Working hours: 9.00 am to 6.00 pm (approx.).
- Non-remunerated internship but a Living Allowance of NZD225 per week will be provided

If this is of interest for you, please contact us on manfred@rauikini.co.nz