

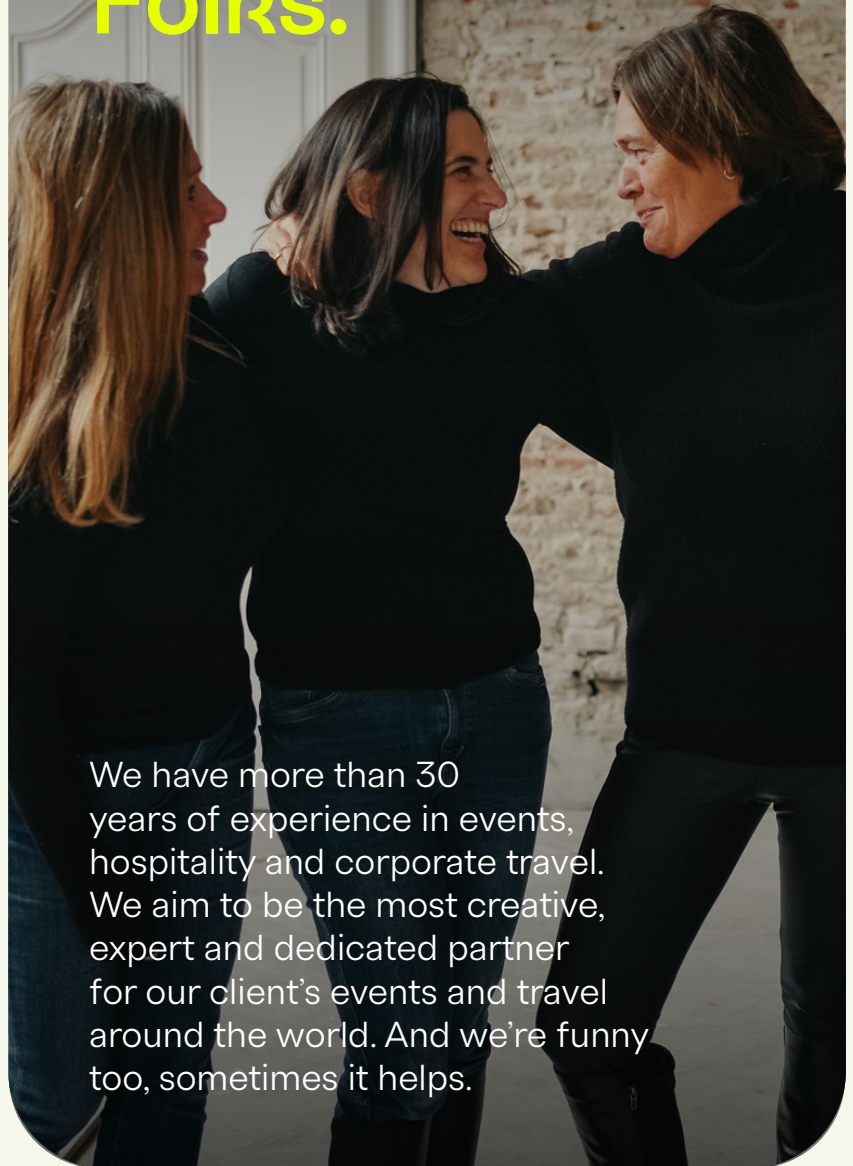
We're currently looking for an :

Corporate Travel intern

During this internship at FOLKS,

you will get real responsibilities that will provide you with a good insight into the organization and support your personal development. You will have the opportunity to gain hands-on experience in the corporate travel industry, working alongside experienced travel consultants and managers on creative, dynamic and innovative projects where you will learn from the best of the best.

Nice to meet
you, we're
FOLKS.



We have more than 30 years of experience in events, hospitality and corporate travel. We aim to be the most creative, expert and dedicated partner for our client's events and travel around the world. And we're funny too, sometimes it helps.

You will be part of our travel team, assist in organizing and managing travel arrangements for our corporate clients, contributing to the success of their business trips.

Your key **responsibilities** would be :

- Conduct research on travel destinations, hotels, flights, restaurants and other relevant information for the team.
- Participate in weekly meetings and brainstorming sessions with the travel team, clients and suppliers.
- Assist in booking flights, accommodations, car rentals, and other travel-related services and help create detailed travel itineraries, including meeting schedules, transportation arrangements, and destination information. Ensure all travel plans are accurate and meet client requirements.
- Maintain effective communication with clients to understand their travel needs and preferences and follow up on registrations. Provide timely updates and support to ensure a smooth travel experience.
- Follow up with suppliers such as airlines, hotels, car rental companies, and other travel vendors to confirm bookings and negotiate rates.
- Perform various administrative duties, including data entry, managing travel records, and updating client profiles.
- Assist in resolving any travel-related issues or emergencies that may arise before or during the trip.
- Participate in post-trip evaluations to gather client feedback and suggest improvements for future travel services.

Must-haves (because we're picky)

- Interest in Travel: a strong passion for travel and a keen interest in corporate travel management.
- Excellent Communication Skills: strong verbal and written communication skills.
- Attention to Detail: high level of accuracy and attention to detail in managing travel arrangements.
- Organizational Skills: ability to multitask, prioritize tasks, and manage time effectively in a fast-paced environment.
- Customer Service Orientation: a customer-focused approach with a desire to provide exceptional service.
- Tech-Savvy: proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Experience with travel booking systems is a plus.
- Education: currently pursuing or recently completed a degree in Travel Management, Hospitality, Business Administration, or a related field is preferred but not required.
- Flexibility: willingness to adapt to changing schedules and travel needs.
- You are fluent in Dutch and English. French proficiency is the cherry on top.
- You have a driving license.
- You're available for a minimum of 6 months.

All about what **we offer**

- An unpaid internship, think of it as an investment in your future success.
- Several months of fun, challenges and skill-building.
- If you believe in human relations, a cozy family vibe, and have a good sense of humor, you might just be our kind of weird (in the best way).

Ready to join our team?
Apply now by sending your
CV and motivation letter to

emmanuelle@wearefolks.be

Company : FOLKS
Location : Brussels (office, events and
homeworking)
Start : September 2024

