

We're currently looking for a :

Corporate Travel & Hospitality intern

Folks
People creating events.

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.

Your role

- 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.

Your profile

- 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 3 to 6 months.

What to expect

- An enriching unpaid internship in a healthy, growing, dynamic and flexible work environment.
- Several months of fun, challenges and skill-building.
- The opportunity to develop yourself in a diverse and challenging job.

Interested ?

send your CV and cover letter to
nathalie@wearefolks.be

INTERNSHIP

Duration : 3 to 6 months

Location : Schaerbeek